



Curator of Collections and Programming
American Sign Museum
(December 2022)

Description

The Curator of Collections and Programming is responsible for the general scholarship, research, and conservation of the permanent collection, while envisioning fresh interpretative and educational programming. This position will work closely with the Museum's Director, Founder, community volunteers, and members of the staff leadership team to advance the Museum's mission of preservation and education and to meet the curatorial goals of the AMS strategic plan.

Essential Duties and Responsibilities:

Working with the Board of Trustees' Collections and Programming Committee, this position will establish ASM's curatorial objectives while evolving the Museum's outreach and public programs by:

- developing policies and standards for acquiring, accessioning, and deaccessioning of objects;
- working with the staff and vendors to manage capital, restoration and renovation projects including timelines and budgets;
- working closely with staff to create public programs to engage and educate the public about ASM's collection, resources and history;
- identifying or conceiving of temporary exhibitions including selection of interpretive content of exhibition and objects; design development; and management of budgeting and timelines;
- writing for Museum publications, text panels, and other interpretative materials;
- and speaking with the public about the Museum's collection, history, and exhibits.

This position will be responsible for the oversight, the care and the management of the permanent collection, including:

- managing maintenance needs among vendors; tracking lightbulb and sign component inventory levels; repairing or replacing select sign components, including lightbulbs;
- manage acquisitions including fielding inquiries; entering new acquisitions in the Museum's collections database; completing basic condition reports, including photographing pieces; managing shipment and receipt of pieces; and maintaining provenance files and records.

Concurrently, in collaboration with the Museum's Director, Founder, staff, and volunteers, this position will play a critical role in the execution of the Museum's current capital campaign and expansion by:

- developing exhibition themes which will align the original Museum narratives to the new galleries and programming spaces to create a seamless visitor experience;
- facilitating an innovative lab / workshop setting where artists, sign makers, or students can individually or within a team engage with or explore sign-related or sign-parallel activities;
- and managing the objectives and operational structure of the Museum's new research library, a resource for those interested in the preservation, restoration, and design of signs.

Other Duties and Responsibilities:

- Reporting to the Director, this position is part of the Museum's leadership team which assists with the development and management of budgets, strategies, and planning initiatives, and assesses programs and experiences.

- Responsible for the supervision and development of an effective department staff, including contract, intern, or volunteers workers, including the measurement of performance goals
- Works with the Director and the development staff to develop and sustain relationships with donors and members, as well as assist in fundraising, including grant writing.
- The Curator is expected to be an active, collaborative member of the local, regional, and national sign community as well as the local arts communities.
- Some evenings and weekends are required to support museum programming and activities.
- Other duties as assigned.

Knowledge, Skills and Abilities Required:

The ideal candidate must have at least a bachelor’s degree in history, museum studies, cultural anthropology or a related field and have at least five years’ progressive experience working in a museum. They must have a strong knowledge of current standards regarding collections and exhibitions at cultural institutions, and knowledge of the proper care and management of collections, standards of documentations and ethics. The candidate must be a team player, working across departments and exhibit excellent oral and written communication skills.

Position Title: Curator of Collections and Programming

Reports To: Director, American Sign Museum

Hours: Full-Time; Exempt Employee

Compensation: \$48,000-\$52,000 based on experience

Workdays: Flexible schedule to meet needs of organization; evening and weekends may be required based on programming offerings

Benefits: Fifteen days PTO; six paid holidays; health, dental, and vision insurance; employer contributions to HSA; professional development; free parking; and more

To apply: Send resume, three references as well a letter of interest to ckearns@americansignmuseum.org with the subject “Curator – [Your Last Name]”

Diversity, Equity, Inclusion, Access (DEIA) Statement

The American Sign Museum is committed to a diverse, inclusive, and equitable environment where all board leaders, staff, volunteers, and visitors feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, or education. The American Sign Museum is an Equal Opportunity Employer.

Applications are reviewed upon receipt and will be reviewed until position is filled. ASM seeks to begin this position ASAP. No calls, please.