



Position Title: **Curator**
Reports To: Executive Director
FLSA Status: Full time, salaried, Exempt
Hours: 35 hours / week. Some evening and weekend hours required

Function: The Curator is responsible for the planning and implementation of the Fairfield Museum's exhibitions and collections management functions.

Position Responsibilities:

- *Exhibitions and Programs:* Develop, implement and manage in collaboration with museum staff a regular advance schedule of exhibitions. Design and install exhibitions when necessary and direct contract staff in exhibit design and fabrication.
 - Oversee the advance scheduling, planning and design of all museum exhibitions
 - Conduct research and prepare content with museum staff and/or outside curators
 - Supervise guest curators, designers and exhibition fabricators; administer contracts, schedules and budgets
 - Train volunteer docents in presenting exhibition tours; conduct tours as necessary
 - Work with the Museum's education staff to develop effective exhibit-related programming
- *Collections Management:* Work closely with the Library Director to develop, refine and manage the Museum's collection.
 - Maintain all registration records to professional standards
 - Make recommendations for acquisitions and deaccessions
 - Oversee proper storage and care of museum collections
 - Oversee the intellectual framework for collections development
 - Manage necessary conservation assessments and supervise contract conservators
 - Keep up to date on professional standards for collection care and management
- *Outreach:* Initiate and contribute to interpretive collaborations with community organizations, affinity groups, schools and other constituents. Represent the Fairfield Museum in the community and act as a public spokesman for the institution when appropriate.
- *Teamwork:* Work closely with the executive director, museum staff and Board committees to develop and implement the exhibition schedule, and direct the museum's curatorial functions.
- *Expertise:* Maintain a high level of expertise in museum interpretation, including a thorough understanding of relevant professional, ethical and legal issues; as well as a strong understanding of regional history and culture.
- *Evaluation:* Design and oversee exhibition assessments that drive program innovation, quality and adaptability.
- *Development:* Assist in grant writing and sponsorship development that support and promote museum exhibitions and programs.
- Performs other activities as required.

Qualifications:

The successful candidate will bring:

1. Broad, hands-on experience in creating, leading and evaluating creative and successful museum exhibitions.
2. A dynamic and collaborative working style that encourages collaboration, active learning and community engagement.
3. Knowledge and experience with collections management, storage and collections registration standards.
4. Academic background in American History, American Studies or related discipline.
5. Highly developed skills in communication (verbal and written), organization and management, as well as a dynamic and outgoing personality.
6. Experience with budgeting and contract administration.
7. A successful track record in building community collaborations and leading volunteers
8. Ability to be entrepreneurial, innovative, adaptive and creative.
9. BA / BS required, MA preferred, with 3 or more years experience in history museums, public programming, exhibitions or related fields.

Position Status:

Full-time, year-round position with competitive salary. Benefits package includes group health insurance (100% of individual premiums paid by employer), \$15,000 term life insurance and short-term disability; paid vacation, holiday and sick leave; and employer-sponsored 401k retirement plan.

About the Fairfield Museum and History Center

The Fairfield Museum and History Center provides visitors of all ages with a wide array of educational programs, exhibitions and special events that teach regional history, celebrate our shared culture, and prepare students and adults to be better informed citizens and more active participants in their community. We believe in the power of history to inspire the imagination, stimulate thought and transform society.

The Fairfield Museum creates experiences that make history personal, engaging and meaningful and in so doing strengthen people's connection to the world around them. The museum's collection and archive are one of the most important humanities resources in southwestern Connecticut and a valuable resource for teaching history and related disciplines. Museum exhibits attracted more than 18,000 visitors in 2011 from New York to New Haven, and our educational programs served more than 5,000 students from Fairfield and nearby communities.

Education is central to the core of FMHC's mission. We have a proven track record of providing programs for regional schools that supplement state curriculum mandates for Social Studies and History. We are committed to providing educational experiences, particularly to lower income constituencies that allow all students the opportunity to participate. The number of students enrolled in museum programs has increased 70% over last year and have nearly tripled since 2007.

The Fairfield Museum serves as an important venue for community involvement and dialog through relevant exhibitions, speaker forums and events. Since opening its new facility in 2007, the Fairfield Museum has become a focus of civic pride, a regionally prominent center for the study of arts and humanities, and a museum of state-wide renown.