



Fairfield Museum

AND HISTORY CENTER

Position Title: **Curatorial Assistant**
Reports To: Curator and Deputy Director for Programs
Level: Full Time. FSLA Exempt

The Fairfield Museum and History Center in Fairfield, CT seeks a creative and dynamic Curatorial Assistant to help develop the Museum's art and humanities exhibits and collections in order to create a vibrant, visitor-centered, and welcoming regional cultural center. The Curatorial Assistant will help advance the Museum's humanities scholarship with the goal of inspiring civic engagement, fostering community dialogue, and celebrating the diverse history of southwestern Connecticut.

Core Job Functions:

- In collaboration with Museum staff, assist with collections and exhibitions research for the Fairfield Museum's galleries, the 18th century Ogden House, and other properties managed by the Fairfield Museum.
- Assists with all areas of exhibition development, including participating in the exhibition design process, attending exhibition development meetings, and researching objects, exhibition themes, and ideas.
- Helps to prepare interpretive content with Museum staff and outside curators and consultants, particularly in the areas of Native American and African American history.
- Helps to prepare loan requests and assists with image credits.
- Helps with installation and de-installation of exhibits, including moving, packing, and documenting objects. Helps to clean and maintain exhibits.
- Assists with the research and development of digital projects and online exhibitions.
- Works with Museum staff to help develop and deploy exhibit-related programming and audience outreach.
- Assists with ongoing visitor and exhibit evaluation.
- Assists with collections processing, cataloguing, database entry, maintenance, record keeping and research.
- Maintains a high level of expertise of regional history and related humanities, and keeps up to date on professional development and ethical museum standards.
- Performs other activities as required.

Position Requirements:

Applicants should possess creative energy, good humor, excellent scholarship, a passion for community, and enthusiasm for leading museum innovation and engagement. Additional desired qualifications include:

- Bachelor's degree in the humanities, history, American, Native American, or African American Studies or a related field.
- 1-4 years of experience in a curatorial role in a museum or other cultural institution, or equivalent experience.
- Experience with exhibition fabrication, registration, installation, and handling of objects.
- Experience in research and interpretation, particularly in fields of Native, Black, and colonial history. Familiarity with archaeology and artifacts a plus.
- Experience in the application of Diversity, Equity, and Inclusion principles and practices.
- Strong organizational, written and verbal communication skills.
- Ability to juggle multiple projects at a time.

This is a full-time, two-year grant funded position with the possibility of extension. It includes a comprehensive benefit package including health, disability, dental and life insurance, and employer-sponsored 401K. Salary is \$42,000.

The position requires occasional evening and weekend hours and will require employee to lift, bend, stoop, walk, speak, and stand for up to 7 hours in a day. The Fairfield Museum is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants.

To Apply:

Applications are accepted until the position is filled, with priority given to those received by November 5, 2021. To apply, email a cover letter, resume, and list of references to cgarth@fairfieldhs.org.

About the Fairfield Museum

The Fairfield Museum believes in the power of the arts and the humanities to inspire imagination, stimulate thought, and transform society. Through dynamic programs and exhibitions, the Fairfield Museum sparks dialogue, inspires meaningful collaborations, and deliberates the challenges of the future. Central to our community-focused mission is a desire to provide important historical context to pressing issues of our time, and to offer a safe, trustworthy environment where multiple perspectives can be heard and collective solutions explored.

We are a vibrant nexus of community life that welcomes more than 35,000 visitors annually, a focal point of civic pride, a prominent center for the humanities, and an award-winning institution of statewide renown. We preserve rare manuscript and artifact collections, maintain an eighteenth-century historic home, and operate five Town-owned historic properties. The Fairfield Museum's research library is among the best resources for Connecticut history in the state.

Our Mission is to inspire civic engagement by celebrating the diverse history of our region and its people. As a dynamic public forum, we believe in the power of art and humanities to inspire the imagination, stimulate ideas, and build a better society.

The Fairfield Museum believes that sharing diverse stories about our past, celebrating the individual's role in catalyzing social change, and promoting the value of an informed and active citizenry help empower students and their families to become active lifelong learners. Our programs vividly connect the past to the present, sparking the notion that we all have the power to make history and that by working together we can shape a better, more inclusive future for all.

Education: Over the past decade, the Fairfield Museum has worked closely with regional schools to ensure that our education programs support national, state and local learning goals. Each year we welcome more than 4,500 students and teachers from 65 schools from across southwestern CT for high-quality educational programs, and we welcome underserved students from Bridgeport and Norwalk free of charge. The Museum is developing new and innovative virtual learning platforms that extend the reach of its educational programming.

Exhibitions: The Fairfield Museum presents topical exhibitions that delve deeply into the history and context behind important issues of our time, explore those issues through multiple perspectives, and inspire informed discussion about the future of our community and nation. Our exhibitions and programs have used the arts and humanities to foster discussion about critical issues such as racial justice, climate change, education, and immigration.

Museum Commons: The Museum is leading the revitalization of Fairfield's historic Museum Commons to create a vibrant learning campus that includes three recently-restored historic properties and landscapes dating back to the early 17th century. This ambitious creative place-making initiative features outdoor public programs, art installations, music and theatrical performances that is expanding audience engagement.

Through its far-reaching programs and thought-provoking exhibitions, the Fairfield Museum is making significant contributions to its community and the region at large, building a sense of cohesion through engagement and inspiring positive change.

www.fairfieldhistory.org