



Curator, Gilmore Car Museum

Summary

The Curator is responsible for development, exhibit presentation, management, intellectual integrity, security and care of the Gilmore Car Museum's collection. The Curator leads the Museum's educational offering, including K-12 educational programming (Gilmore Garage Works, on-site tours, and outreach programs), adult programming (Lecture Series, Ford Model T Driving School, Family Days), and other programming for the community. The Curator is also responsible for leadership of the museum's library, archives and artifacts.

Supervisor

Executive Director

Direct Reports

Director of Education, Collections, Library and Archives Volunteers or Student Interns; leads/facilitates Collections Committee Meetings, leads Collections Development Planning Committee.

FSLA Status

Exempt

Essential Duties and Responsibilities

The Curator will:

Exhibits

- Collaborate with the Executive Director and Board of Trustees Exhibits Committee Chairperson to conceive and shape distinctive and dynamic exhibition and experiential programming, that advances the Gilmore Car Museum's mission, visibility, and reputation.
- Lead development and implementation of all museum exhibits, galleries, interpretive plans, signage, content, and innovative experiential programming.
- Recommend, establish, and maintain a long-range 3-5 year exhibit plan.
- Align exhibit plans with other Museum activities to assure alignment and consistency.
- Retrieve and prepare artifacts and artifact information for exhibits, conduct exhibit-related research, and provide input to staff regarding collection elements for exhibits, programs, and other Museum needs.
- Develop, produce, and maintain all exhibit materials, including interpretive and educational signage, creative, and any related dynamic content.
- Assist with installation and dismantling of museum exhibits.
- Actively participate in the marketing, public relations, and communications related to the Museum including external events and shows, which promote the Museum, its collection, and available experiences.



- Prepare operating budgets and assure that functions are carried out within parameters of the budget.

Collections

- Provide for the security, preservation, and accurate documentation and interpretation of all collections including vehicles, library, archives and artifacts.
- Maintain the Museum's records following Historic Preservation Policy and Guidelines, including record keeping, gifts, accessioning, deaccessioning, lending, borrowing, inventory, insurance reporting, and condition reporting.
- Serve as first point of contact for all potential donors of objects and those offering items for loan, and lead the Exhibits & Collections Committee in the review of all potential accessions, loans, and deaccession based on mission, collections goals, and status of current collections.
- Lead Collections Development Planning Committee.
- Set collections policy, goals, and guidelines.
- Manage and assure accuracy, security, retrievability, and intellectual integrity of collection items.
- Evaluate current practices, stay current with professional standards, and develop new practices in collections management to assist with security and risk management and to preserve, safeguard, and eliminate hazards relating to collections.
- Assure the adequate storage, maintenance, care, and preventive conservation of the collection.
- Provide limited access to collections in response to requests for loans, research, and artifact information, and respond to collection-related inquiries from museums, scholars, researchers, and collectors.
- Train and supervise part-time and volunteer personnel in clerical work, collection duties, and collections care.
- Oversee the development, maintenance, and upgrades of collections database including the online web portal for the Museum.
- Conduct regular inventories of collections, and perform reconciliation with artifact records with the assistance of the Registrar or volunteer personnel.
- Manage documentation and records according to the collections policy, and develop all collection department reports as requested by senior staff.
- Oversee the arrangements, condition reporting, packing, and shipping for both incoming and outgoing loans.
- Prepare operating budgets and assure that functions are carried out within parameters of the budget.

Educational Programming

- Ensure that robust public and educational programming is available through the Gilmore Car Museum, and is aligned with interpretation of our collection, to include K-12 education, adult education, and Gilmore Garage Works tech education programming.
- Prepare operating budgets and assure that functions are carried out within parameters of the budget.



Education, Skills and Experience – Required

A summary of the experiences and skills required for the position:

- Bachelor's degree in museum studies, public history, American history or related field
- Five years relevant experience in a museum (or equivalent) experience in handling historic objects, including vehicles, appropriately.
- Three to five years in supervisory capacity; or any equivalent combination of education and experience.
- Knowledge of museum methods, technologies, standards, practices, procedures, and ethics, and a desire to adhere to current museum policies and best practices.
- Considerable knowledge of collections management, care, documentation, conservation, security, and risk management.
- Working knowledge of computer database systems and best practices of office management.
- Strong verbal and written communication skills, to include presentations, public speaking, and media appearances.
- Demonstrated ability to establish and maintain effective working relationships with staff, visitors, volunteers, donors, collectors, professional colleagues and other members of the museum community.
- Organizational skills and attention to detail, ability to communicate ideas effectively, to prioritize work and meet deadlines, to work independently and in a team, and to manage several projects simultaneously.

Education, Skills and Experience - Preferred

A summary of the experiences and skills preferred for the position:

- Master's degree in museum studies, public history, American history or related field

Licenses and Certifications

A summary of the certifications required for the position.

- n/a

PPE (Personal Protective Equipment) Required for Position

- n/a, except as required when using Museum equipment, i.e. ladders, lifting, etc.

Work Environment

This job primarily operates in a conventional office environment within the setting of a large 501(c)3 museum. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Sometimes this job operates in collections storage areas, in Museum galleries, and outdoors on the Museum grounds.

Physical Demands

Managing the collection and setting up displays requires the ability to lift 40 lbs. and climb ladders.

Position Type/Expected Hours of Work



This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Evening and weekend work will be required as job duties demand.

Travel

This position requires up to 10% travel.

Other Duties

Duties, responsibilities and activities may change at any time due to changing priorities of the museum or other factors.

Professional Competencies

- **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Judgment** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process. Makes timely decisions.
- **Visionary Leadership** – Inspires respect and trust; mobilizes others to fulfill the vision.
- **Change Management** – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Business Acumen** – Understand business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Cost Consciousness** – contributes to profits and revenue; conserves organizational resources.
- **Customer Focused** – Works to assure this role supports the priority of assuring every visitor has an enjoyable and memorable experience to the museum.
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.
- **Diversity** – Promotes a harassment-free environment.
- **Strategic Thinking** – Understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.



- **Motivation** – Demonstrates persistence and overcomes obstacles; takes calculated risks to accomplish goals. Is a self-starter.
- **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.
- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** – Demonstrates accuracy and thoroughness; monitors own work to ensure quality.
- **Quantity** – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
- **Safety and Security** – Observes safety and security procedures.
- **Adaptability** – Adapts to changes in work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
- **Attendance/Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** – Undertakes self-development activities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Innovation** – Displays original thinking and creativity; meets challenges with resourcefulness; presents ideas and information in a manner that gets others' attention.