



JOB DESCRIPTION

Job Title: Curatorial Assistant

Reports To: Chief Curator and Director of Interpretation

Description:

The Curatorial Assistant is a full-time, non-exempt position that supports both the curatorial and interpretation departments for Coastal Heritage Society's (CHS) six museums and outreach programs:

This position is responsible for the care, preservation, security, and storage of the organization's collection, including creating, organizing, and maintaining all records relating to the permanent collection and incoming and outgoing loans. The Curatorial Assistant supports the research of collections, acquisitions, deaccessions, and loans. The position also assists with exhibitions, including research, writing, artifact placement and mounting, production, and installation and de-installation.

The Curatorial Assistant supports current and future interpretive programming, signage, and planning by connecting CHS collections items to these interpretive areas through collections and supplemental research. This position includes developing and implementing public programs at any or all CHS museums and may include outreach programs or presentations.

Responsibilities:

- Supports all aspects of curatorial affairs for collections, exhibitions, and interpretation department activities.
- Maintains accurate collections records, including updating the collections management database, loan agreements, deed of gift forms, and temporary custody receipts.
- Ensure the ongoing care, handling, cleaning, and preservation of the collection.
- Assist with responding to internal requests from CHS staff for collection items, research assistance, and materials.
- Provide support for the production and implementation of exhibitions under the guidance of the Chief Curator.
- Researches collections items to connect them to interpretive elements used at CHS sites.
- Delivers daily interpretive programs at any or all CHS sites.
- Delivers outreach programs (may include CHS events, talks, etc.).
- Able to cover daily operations (daily programs, gift shop) for at least one CHS museum.
- Manages Collections volunteers and interns.

Qualifications:

- Master's or Bachelor's Degree in Museum Studies, History, Humanities, or equivalent field of study, or 3-5 years related collections experience.
- Knowledge of collections registration, care, and interpretation in line with AAM standards of care and museum best practices.
- Experience in cataloging and with collections databases.
- Problem-solving, research, and analytical skills.
- Excellent written and verbal communication skills.
- Proven ability to work with a diverse group to achieve CHS's objectives.
- The candidate must be detail-oriented, have strong organizational skills, be creative, and be able to work independently and as part of a team.
- Must manage time efficiently and work on multiple projects simultaneously.
- Must be able to meet the physical demands of the job, which include walking and standing, climbing, bending, kneeling, pushing and pulling objects, lifting and moving objects up to 30-50 lbs., repetitive bending and lifting, and repetitive arm movements. Able to work outdoors in hot and cold temperatures.
- Must be able to work flexible schedules, including weekends and holidays.

Compensation:

The salary for this position is \$18.00 per hour. The compensation package includes health (employee company-paid medical), vacation and sick days, employer-matched 401(k), and life insurance. CHS is a qualifying employer for Public Service Loan Forgiveness.

To Apply:

Please submit your resume and cover letter to chshr2016@gmail.com