

Position Title: Senior Curator (10 hours/week - possibility to increase)

Location: Windham Textile & History Museum (The Mill Museum), Willimantic, CT

Position Summary

The Senior Curator oversees the Mill Museum's collections, exhibitions, digital presence, and interpretive initiatives. This role is responsible for managing and caring for the museum's textile, industrial, and social history collections; researching and developing temporary exhibitions in cooperation with Museum staff; and maintaining an engaging online presence through the museum's website and social media platforms.

This is a part-time, 10 hours a week position that requires strong research, writing, organizational, and computer skills. The ideal candidate is self-motivated, team-oriented, a natural communicator, detail-oriented, and can manage projects from concept to completion. Hours are flexible, but it is important to be available to other staff and to the public and should include being in the Museum at least five hours a week when it is open to the public.

This position is supervised by the Executive Director. Compensation is \$19.23/hr.

Key Responsibilities

- **Collections Management:**
 - Catalog, document, and maintain the museum's textile, industrial, and social history collections using CatalogIt!
 - Oversee the physical care and proper storage of objects, archival materials, and photographs.
 - Process new acquisitions and maintain accurate records within the collections database.
 - Develop and/or update the Museum's collections policies, especially regarding metadata, copyright, accessions, and deaccessions.
 - Participate in the Collections, Education, Exhibition Committee (Once a month).
- **Exhibitions:**
 - Work closely with Executive Director to research and develop temporary exhibitions that align with the museum's mission.
 - Coordinate exhibition installation, including layout design, object handling, mount preparation, and interpretive text.
 - Refresh existing exhibits as needed to ensure accuracy and visitor engagement, according to standard museum practices. Update signage and exhibit spaces in accordance with ADA accessibility standards.
- **Digital Content & Marketing:**

- Oversee and update the museum website, ensuring information is accurate, accessible, and visually appealing.
- Manage the museum's social media channels to promote exhibitions, programs, and events, maintaining a consistent posting schedule.
- Develop digital content (articles, photos, short videos) to broaden the museum's reach and community engagement.
- **Interpretation & Education:**
 - Collaborate with the Executive Director, Senior Educator, staff, and volunteers to develop tours, lectures, temporary exhibits, interpretive materials, educational programs, grant content, and online resources.
 - Respond to research inquiries from the public, scholars, and other institutions.
- **Collaboration & Outreach:**
 - Develop and maintain relationships within local/regional/state museum community.
 - Provide training to staff and volunteers involved in curatorial activities. Supervise curatorial volunteers, interns, and other staff.
 - Participate in in-house and outreach events.
 - Be willing to work a flexible schedule, including museum open hours and times most convenient to visitors and researchers.
 - Provide a monthly board report on activities.
- **Qualification and Necessary Skills:**
 - Bachelor's degree in Museum Studies, History, Public History, or a related field (Master's Degree or higher preferred).
 - Minimum of 2 years of experience in curatorial work, collections management, or exhibit development.
 - Familiarity with website development (i.e. WordPress), social media platforms (Facebook, Instagram, TikTok), and Publisher/Canva.
 - Excellent written and oral communication skills; copywriting, editing, and proofreading experience highly desired.
 - Strong in-person and virtual verbal communication skills.
 - Knowledge of textile and industrial history, with an interest in learning about the history of Eastern Connecticut and Industrial New England more broadly strongly preferred.

*If applying, applicants are acknowledging they are aware the position's limited hours will require strategic management of shifting priorities. Ability to assess, prioritize, and re-prioritize projects and assignments is crucial.

All interested applicants should submit their resumes, cover letters, and a short writing sample to "director@millmuseum.org". Please submit your application materials no later than Wednesday, August 20th (8/20) to be considered for the position.