**HOLLAND LAND OFFICE MUSEUM**

**MUSEUM CURATOR**

*IN HOUSE POSITION*

*The Holland Land Office Museum established in 1894, is a non-profit 501 C (3) educational organization committed to preserving, interpreting and promoting the history and culture of Genesee County and Western New York. “The Birthplace of WNY!”*

This job description is a summary of the duties and requirements that are essential to the evaluation of the position. It is not intended to be complete in detail. Individuals are expected to perform all the details involved and may be required when needed to perform other functions to a higher or lower level not included in this description.

**Job Title:** Museum Curator

**Location:** Holland Land Office Museum, 131 West Main St. Batavia, NY 14020

**Job Type: Part Time, 30 hours/week**

**Hours:** hours per week: Tuesday – Saturdays (Evenings when required.)

**Pay Type: $17 per hour**

**JOB SUMMARY:**

The Museum Curator is responsible to provide specialized skills to the HLOM and works under the supervision of the Museum Director. He/she is also responsible for the maintaining contact with, providing information and assistance to the Board of Directors and standing committees (Collections, Marketing, Membership…) to insure that the HLOM mission and strategic plan are being adhered to.

**CURATOR REPSONIBILITIES:**

* Create three major exhibitions annually, and 3-4 small rotating exhibits for the museum, both physically and virtually.
* Responsible for exhibit research, design, construction, interpretation, and installation.
* Museum collection cataloging, research, storage of objects, and maintaining of exhibit spaces.
* Assist with museum programming, volunteer training, and museum tours when necessary.
* Assist with museum operations when necessary, or when Director is not available.
* Assist with volunteer training of collections volunteers, leads the Collections Committee.

**EDUCATION AND EXPERIENCE:**

* Degree History or Museum Studies or related field with at least 2-3 years experience; or equivalent experience.
* Proficiency in Museum Collections Software, i.e. PastPerfect, CatalogIt.
* Computer & internet skills and proficient with Microsoft Office.
* Social Media (Website-WordPress, Facebook, Twitter, etc.)

**SKILLS REQUIRED:**

* Experience working with the public, businesses and other organizations
* Excellent verbal and written communication skills
* Exceptional planning and organizational skills
* Have a valid NYS driver’s license and reliable transportation
* Ability to lift up to 30 lbs. and perform various physical activities.