



Door County Maritime Museum

Title: Curator (FT/Exempt)

Reports to: Executive Director

SUMMARY

The Curator for the Door County Maritime Museum (DCMM) is responsible for maintaining professional standards in the preservation of and access to the museum collection; and for the development, curation, preparation and installation of museum exhibitions that are presented either on- or off-site, and/or on the Internet.

The Curator must be familiar with, document, and interpret a broad collection of maritime artifacts, art, and archives within the scope of the Door County Maritime Museum & Lighthouse Preservation Society, Inc. The position requires broad historical knowledge, exemplary writing skills, and familiarity with digital systems.

The Curator also works in collaboration with other museum staff and outside vendors to accomplish museum goals with immersive, educational, and technologically advanced exhibits. As part of the museum management team, this position requires development and implementation of organizational strategic plans, including strict adherence to budget restrictions in creating new exhibits, in addition to planning and budgeting for maintenance of existing exhibits.

This position is part of a museum team with responsibilities that includes assisting other departments with fundraising, marketing, and events. This is a full-time position that reports directly to the Executive Director. The overall goal of the Curator is to preserve, interpret and present the maritime history of the Door Peninsula through exhibit development and collection care in a thoughtful, creative and engaging manner.

RESPONSIBILITIES AND DUTIES:

- Provide excellent customer service, promote the museum's mission and vision in all activities;
- Follow professional museum standards, conservation principals, museum policies and procedures;
- Work collaboratively with associates of the museums;
- Supervise curatorial staff, interns, volunteers, and temporary staff as needed and assist with administrative, collections, research, and exhibit work;
- Represent the museum both within and outside the building;
- Work to fulfill the museum's operating and strategic goals;
- Give presentations on local maritime topics for outside groups or organizations;
- Acquire, store and exhibit collections;

- Manage and preserve collections, including recommending and processing acquisitions de-accessions, processing loans and research requests, cataloging, housing and storing objects, and managing inventory;
- Lead the team effort to select the theme and design of exhibits;
- Design, prepare, construct and install exhibits and conduct audience evaluations;
- Conduct tours for VIP's, exhibit openings and tour groups as needed;
- Assist in writing grants and corporate sponsorship proposals with Development Manager for select collections and exhibit proposals;
- Monitor and ensure assigned duties are carried out by curatorial staff and volunteers in accordance with written/verbal guidelines; take initial remedial action and report discrepancies;
- Plan and recommend new programs and initiatives to the Executive Director, Curatorial Committee and implement changes;
- Prepare and monitor exhibition and collection care budgets and expenses;
- Attend training and develop relevant knowledge, techniques and skills for curation;
- Adhere to written/verbal health and safety policies, and other requirements relating to museum/facility equipment;
- Perform other duties as assigned by the Executive Director;

SKILLS AND ABILITIES:

- Knowledge of accessioning and archival/collections organizational methods;
- Excellent time management and organizational skills;
- Demonstrates resourcefulness, good judgment;
- Excellent verbal and written communication skills;
- Self-directed with the ability to work independently;
- Ability to manage several projects at once;
- Highly motivated and detail oriented;
- Ability to problem solve and function in a cooperative team environment;
- Excellent public relations and customer service skills, including customer service concepts and techniques;
- Strong interpersonal skills and the ability to work within a committee structure;
- Ability to communicate effectively with Death's Door and Cana Island managers and staff;
- Basic computer literacy skills including a relative proficiency in Microsoft Office and PastPerfect software;
- Ability to work a flexible schedule that may include evenings, weekends, and holiday assignments as directed by the Executive Director;

EXPERIENCE & ACADEMIC QUALIFICATIONS:

- Bachelor's Degree, Master's Degree or several year's relevant experience in a related field;
- Previous experience in customer (guest) service;
- Ability to physically stand, bend, and lift up to 40 pounds;

- Ability to climb stairs/ladder;

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually quiet. There will be times when this position is expected to travel or work off-site and as such may be subject to various climates including winter exposure.

PHYSICAL DEMANDS

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to walk, sit, and climb stairs/ladders.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mission Statement

Door County Maritime Museum & Lighthouse Preservation Society, Inc. preserves Great Lakes maritime history, primarily focusing on Door County, Wisconsin, and provides interpretive and educational opportunities for current and future generations.

Vision Statement

It is the vision of the Door County Maritime Museum to provide and perpetuate the best maritime museum experiences on the Great Lakes.

DCMM Team Values

The strength and flexibility of our team allows us to meet new challenges with success. We keep an open mind, recognize, and maximize our individual strengths. We over-communicate, and utilize the unique skills each of us contributes to our team's strength. We keep it positive, and we respect each other.

TO APPLY:

Send cover letter, resume and relevant information to:
Kevin Osgood, Executive Director at kosgood@dcmmm.org
Or send to the museum street address.