

Job Posting
Curator / Director of Programs
North Berrien Historical Museum
Operated by the North Berrien Historical Society

Job Title: Curator / Director of Programs (Full time - 40 hours/week)
Reports to: North Berrien Historical Society Board of Directors
Location: 300 Coloma Ave, Coloma, MI

Position Summary:

The North Berrien Historical Museum, located in Coloma, Michigan, preserves and promotes the history of northern Berrien County. Located in southwestern Michigan, 100 miles east of Chicago, the museum serves nearly 20,000 residents in the Coloma-Watervliet area.

This position is responsible for the curation of exhibits and collection of the North Berrien Historical Society and administers all education programs, special events, and visitor experience related to the mission of the North Berrien Historical Society. Work is performed primarily within the North Berrien Historical Museum and the North Berrien community. Limited travel is required.

The following list is descriptive and is not intended to describe every function that may be performed by this job.

Responsibilities:

- Will prepare quarterly budgets for exhibitions, collections management, programs, and events in cooperation with the Executive Director.
- Develops and provides hands-on educational programs for both on-site and off-site delivery based on Michigan curriculum standards.
- Solicits and coordinates school tours and outreach to local classrooms. Communicates with local schools, teachers and boards of education.
- Develops activities and tours related to temporary exhibit themes; utilizes in-house exhibits and provides a personalized tour/experience.
- Management of museum collections including acquisitions, registration, organization, storage, conservation, and preservation following board approved collections management procedures. Monitors, upgrades, and provides training for others on collections database.
- In collaboration with the Executive Director, will be responsible for exhibition and production including planning, research, design, writing and construction.
- Recruits, trains, and oversees museum's volunteers and interns.
- Researches, develops, and presents local history lectures for on and off-site presentations.

Qualifications:

- A Bachelor's degree or higher in history, museum studies, or a related field with appropriate experience in the education and/or museum field.
- Must have ability to establish and maintain successful work relationships and communicate effectively and courteously with other employees, volunteers, school personnel, community leaders, and the public at large.

- Must have the ability to interpret the collection and communicate that knowledge in a variety of written and oral formats.
- Must have knowledge of techniques of selection, evaluation, preservation, and exhibition of objects, photographs, and documents.
- Must have knowledge of legal and ethical issues of collections management, including NAGPRA, modern museum registration techniques, and copyright.
- Must be able to independently organize, develop, plan, and produce projects.
- Must have the ability to speak publicly.
- Proficient in Microsoft Office, PastPerfect and social media platforms.
- Availability and willingness to work a flexible schedule, including weekends during special events and evenings as needed.
- Must be able to lift and carry objects and materials weighing up to 50 lbs. Must be able to maneuver stairs without difficulty. Must be able to work in confined spaces and on ladders. Must have sufficient visual and hearing capabilities to respond to public need for detailed work.

Salary:

\$40,000 - \$50,000 based on experience

Submit cover letter and CV via email to nbhsmuseum@outlook.com