



MUSEUM CURATOR

The Milwaukee County Historical Society seeks a Museum Curator to manage artifact collections and develop exhibits. The Curator will be responsible for the care of existing collections, building collections in underrepresented areas, and interpreting Milwaukee County history through exhibits, presentations, and programs. This position will oversee interns and volunteers and is supervised by the Executive Director.

ESSENTIAL JOB FUNCTIONS

Collections Management

The Milwaukee County Historical Society has approximately 75,000 objects in its museum collection. Management of these collections will be an essential role of this position and will entail:

- Collections management including cataloging, photographing, and housing objects
- Updating and/or creating plans and policies for ongoing collections care
- Oversight of the collections budget
- Registrar duties including, but not limited to, maintenance of donor and museum files, processing loans, and managing accessions and deaccessions
- Working with potential donors and choosing artifacts to enhance the collections
- Acting as point person for the Collections and Historic Sites committee
- Working with the Research Library to maintain and improve on and off-site storage facilities
- Care, management, and maintenance of collections at historic sites
- Participating in the care and management of the historic sites themselves
- Other collections management tasks as necessary

Exhibit Development

The Milwaukee County Historical Society installs one temporary feature exhibit each year in addition to its current semi-permanent exhibits. The successful candidate will oversee all aspects of exhibit maintenance and development including, but not limited to:

- Exhibit concept and planning
- Exhibit budget
- Exhibit grants
- Exhibit research, content development, image selection, writing, and design
- Exhibit installation including exhibit systems, object mounts, gallery preparation, and labels
- Project management and overseeing exhibit installation
- Management of vendors, partners, lenders, interns, and volunteers
- Assist in creating and managing exhibit-related programs

Other

In addition to collections management and exhibit development, the person in this role will:

- Manage museum interns and volunteers
- Participate in presentations, tours, programs, and other activities
- Contribute to the semi-annual member magazine
- Participate in continuing education opportunities
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in History, Public History, Museum Studies, or a closely related field
- At least two years of experience working in museums, public history, collections management, and/or exhibit development
- Ability to train and oversee interns and volunteers
- Knowledge of current trends and developments in collections management and exhibit design
- Experience planning, managing, and overseeing multiple projects, meeting deadlines, and prioritizing work
- Demonstrated flexibility, creativity, and sound judgment in the workplace
- Demonstrated ability to work both independently and collaboratively and maintain positive working relationships
- Effective written and verbal communication skills with colleagues, patrons, and in public settings
- Ability to lift forty pounds, climb ladders, and push fully loaded carts weighing over one hundred pounds

PREFERRED QUALIFICATIONS:

- Master's degree in History, Public History, Museum Studies, or a closely related field
- At least three to five years of experience with collections management and exhibit development
- Knowledge of Milwaukee County history
- Experience in artifact mount construction
- Knowledge of graphic design programs like InDesign, Illustrator, and/or Photoshop
- Experience with SketchUp or other 3D CAD software
- Experience with project budgets, requests for proposals, and procurement

SCHEDULE: Typically, Monday – Friday, 9 a.m. to 5 p.m., with occasional evening or weekend work

BENEFITS: Paid Time Off, medical and dental insurance, IRA matching contribution, discounted parking, short/long-term disability

PAY RANGE: \$39,520 – \$49,920

APPLICATION PROCESS: Please send cover letter and resume to Ben Barbera, Executive Director, at bbarbera@milwaukeehistory.net.