**Assistant Curator**

**Stuhr Museum**

Grand Island, Nebraska

Salary: $31,200 –$35,000, depending on experience and qualifications

Full Time – 40 hours a week

**Description:**

Assists the Curator with the preservation, care, organization and development of the artifacts and objects within the Stuhr Museum’s Primary and Secondary Collections. Assists in the planning of major exhibitions, programming, educational opportunities, interpretation, conservation, and preservation, to expand the national impact and viability of Stuhr Museum collections. Assistant Curator helps lead and manage the Curatorial Department focusing on three-dimensional artifacts, objects, and exhibitions. Works within the policies and procedures adapted by the Stuhr Museum, the American Alliance of Museums, and generally accepted practices of sound museum science to keep the collections and department healthy, relevant, and publicly engaged; focusing on our mission to portray the history of Nebraska and the Great Plains with special emphasis on the history of Hall County from 1840 through the 1920s.

**Duties and Responsibilities**:

1. Manages the ongoing Renewal project with assistance from the Curatorial department members. This project includes great attention to detail and a high level of organization, as well as a thorough knowledge of the Museum catalog system Past Perfect.
   1. Coordinate with the Stuhr Museum Collections committee monthly regarding the progress on this project.
   2. Oversee the organized and ethical disposition of artifacts to other appropriate non-profit organizations and entities.
2. Manages all incoming artifact donations from the public to the Stuhr Museum permanent collection and is responsible for accessioning all artifacts into the permanent collection.
3. Manages all outgoing loans of artifacts to other museums and similar institutions and provides for the safe and secure transport of these artifacts both to and from these institutions.
4. Assists with the research, coordination, design, scheduling, installation, and maintenance of rotating museum exhibits.
   1. Schedule and manage collaborative efforts with local and regional organizations regarding exhibits and programming taking place at Stuhr Museum.
   2. Arrange proper movement, packing, storage and transportation of artifacts, labels, display units, etc. as necessary following Stuhr Museum collection policies.
   3. Procure and maintain needed supplies, materials, equipment, etc. following Stuhr Museum purchasing policies.
5. Provide care for the physical safety of all artifacts using proper and current preservation and conservation guidelines and following the Stuhr Museum Collection policies (e.g., cleaning artifacts correctly with proper materials, employing proper lighting techniques, storing artifacts safely and securely, etc.)

6. Establishes and manages a daily plan to inspect exhibit spaces to ensure proper artifact safety, visitor safety, cleanliness, proper lighting, etc. and to quickly solve or improve on any problems with the direction of the Curator.

7. Assists the Curator in interviewing, hiring, orienting, training, scheduling, and evaluating the performance of and, when necessary, disciplining and recommending discharge of subordinate personnel.

8. Develops, secures approval, and monitors compliance with the Curatorial department budget alongside the Curator.

9. Assists other departments on museum projects, special events, educational programs as directed by the Curator. This will include occasional evening and weekend activities.

10. Update personal and departmental knowledge of current trends, technology, and developments in the field by reading appropriate journals, books, and other literature, attending related seminars, conferences, and the like.

11. Ensure Integrated Pest Management policy is being followed and updated, as necessary.

12. Monitors, collects, and documents environmental data for exhibition spaces and other collection storage areas.

13. Answers questions from the public and staff regarding the history of Hall County, central Nebraska, and the Platte River Valley. Assists staff and volunteers with questions regarding Stuhr Museum’s historical collections.

14. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Requires in-depth knowledge of 19th and 20th-century American history, especially as it pertains to central Nebraska.
2. Requires the ability to do historical research and communicate that research in a professional manner. A bachelor’s degree in history, museum studies, library science, or a related field is required. A Master’s degree is preferred.
3. Requires two years of related work experience to have adequate knowledge of relevant history, care of a variety of objects, museum cataloging procedures, and responding to public inquiries.
4. Analytical skills are necessary to provide optimal and organized artifact storage, research collections, evaluate historical sources, and assist in the planning of exhibitions.
5. Advanced communication skills required to research, write, and present historical research, write academic and public articles, develop programs for the public and staff, answer inquiries, and help staff and the public conduct research.
6. Ability to acquire and maintain a Nebraska driver’s license to drive to examine and evaluate potential donations, present programs, and conduct research at other facilities.
7. Ability to pay close attention to detail when researching, assigning accession numbers, and cataloging collections artifacts.
8. Requires computer skills necessary for data entry, scanning, and designing. Needs to be proficient in Microsoft Office software as well as the museum catalog program PastPerfect and Adobe programs.
9. Carpentry and hands on work will be required. This includes painting, sanding, and the use of hand tools.
10. Must have the ability to think creatively, work with a creative team, and help to develop a culture of innovation within the department and at the museum.

**Benefits:**

* Nebraska Public Employees Retirement
* Retirement matching
* Health insurance
* Vision/Dental Insurance
* Life Insurance
* Paid Holidays
* Accrued Vacation and Sick
* Health Savings Account

Job is open until filled. Interested applicants may send their cover letter, resume with three professional references to Stuhr Museum, Personnel Department, 3133 W US Hwy 34, Grand Island, NE 68801