



Job Description

Title:	Curator
Reports to:	Executive Director
Time & Benefits:	Full-time with benefits

The Northwest African American Museum seeks a dynamic and experienced individual to develop exhibitions, care for object collections, and curate. Qualified candidates will have a graduate degree in a relevant field and demonstrated commitment to public engagement, strong interpersonal communications, and proven leadership skills.

The Curator will be a thoughtful, engaging, results-oriented, high-performing, critical thinker and visionary professional. The Curator is responsible for the development and management of curatorial activities of the museum including exhibition planning and development as well as collections management and stewardship. The Curator reports to the Executive Director and has the following two primary areas of responsibility:

Curatorial Affairs & Exhibition Development - Create, compose, research, develop, and help install museum's exhibitions and displays; Seek and secure traveling exhibitions; Manage object collections to support the museum's mission and exhibition needs; Develop long and short-term exhibition projects that advance the museum's mission and engage audiences; Create and maintain a five-year calendar for exhibitions; Align exhibition planning with both curatorial objectives and the museum's strategic and long-range plans.

Collections Management – Provide broad oversight and direction for the management and care of the museum's object collection; Assure appropriate policies and procedures are in place and adhered to for record keeping, incoming and outgoing loan management, and proper object care and storage; Monitor and control the museum's environmental systems and security of the collection; Assure that best practices and museum policies and procedures are followed regarding collections.

Duties Include:

- Manage the care and use of the collections.
- Develop a roster of temporary exhibitions that engage existing and target audiences.
- Provide oversight on the maintenance of permanent exhibitions.
- Oversee and participate in the fabrication, installation, and deinstallation of exhibitions.
- Work with Programs Department to develop public programs complementary to exhibitions and collections.
- Maintain active relationships with artists, community members, lenders, donors, and professional colleagues.

Essential Requirements:

- A deep knowledge of, passion about, and appreciation for African American history and culture as well as for the Pacific Northwest history
- Demonstrated knowledge of best practices in collections care and exhibition development
- Demonstrated experience in developing and installing exhibitions
- Excellent verbal and written communication skills
- Ability to work well with others, to manage projects independently, and to manage multiple projects simultaneously
- Ability to synthesize complex information for communication to the general public
- Ability to conceptualize, plan, design, and construct museum exhibitions with interpretive descriptions
- Commitment to accuracy and attention to detail
- Knowledge of database software, such as PastPerfect
- Strong ability to be creative and think critically
- Self-starter with strong organizational skills
- Ability to multitask and meet deadlines
- Availability to work evenings and weekends