



MORAVIAN HISTORICAL SOCIETY

Curator of Collections and Exhibitions

The **Moravian Historical Society** (MHS) seeks an inventive, organized, and detail-oriented person to fill the role of Curator of Collections and Exhibitions. The Curator leads the efforts to care, preserve, and interpret the museum's collection. In managing all aspects of collections, the Curator follows professional standards and practices including documentation, care, maintenance and handling, use and access, copyright, security, and environmental monitoring of objects. This position is also responsible for planning, developing, and delivering interpretative exhibitions and programs to broad audiences. Reporting to the Executive Director, the Curator will work closely with the entire staff and Board of Directors to achieve the overall goals of the organization in accordance with the mission, vision, and values of MHS. The ideal candidate will have a passion for history and enjoy working cooperatively with colleagues and the public. The Curator is expected to bring fresh interpretations of the museum's extensive collections to tell compelling and pertinent stories of Moravian history.

About the Moravian Historical Society

Founded in 1857, the Moravian Historical Society's mission is to preserve, interpret, and celebrate the rich culture of the Moravians. The third oldest historical society in Pennsylvania, the Moravian Historical Society (MHS) is recognized for its significant museum collection and historically important 18th century site. The collection consists of two 18th century buildings—the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest extant Moravian structure in North America—and more than 20,000 historical objects including furniture, decorative arts, paintings, works on paper, musical instruments, textiles, firearms, scientific instruments, and other objects important to the story of early America. Also under its care are photographs, a large historical library, and archives of personal, missionary, family papers, and genealogies.

Key Accountabilities

1. Collections:

- a. Directly manage the accessioning, documentation, care, maintenance and handling, use and access, copyright, security, and environmental monitoring of Museum's collections following professional standards and practices.
- b. Responsible for coordinating and documenting the borrowing and lending of objects to and from other institutions or individuals for exhibits and other uses. Responsible for loan forms, condition reports, insurance forms and coverage, shipping forms and procedures.
- c. Manages the collections database, paper files, and archives.
- d. Create digital images of archival documents following archival standards and best practices.
- e. Create metadata using Dublin Core standards.
- f. Create inventories, finding aids, and condition reports for archival materials.

2. Leadership:

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- a. Serve as liaison to the Curatorial Committee and lead the decisions regarding the collections management policy, accessioning, and deaccessioning.
 - b. Train and supervise the work of collections staff, interns, and volunteers. Recruit and train curatorial and cataloging volunteers. Prepare written instructional materials for staff, docents, and volunteers.
 - c. Make presentations to the public in areas of specialty and collections care.
 - d. Participate in the preparation of contract and/or grant proposals, budgeting, and other reports.
3. **Exhibitions:**
- a. Research, write, develop, and curate exhibitions, including two special exhibitions per year and permanent gallery updates.
 - b. In collaboration with the Executive Director, manage exhibition planning and prepare budgets.
 - c. Prepare checklists and images of objects for exhibitions and publications.
4. **Research:**
- a. Respond to and oversee requests from researchers.
 - b. Performs research on and supervises access to collection materials and/or objects.
 - c. Collect data on the use of the collection, including number of requests and what is being requested.
5. **Interpretation:**
- a. Working with the Executive Director, devise new interpretative and design strategies for the museum's permanent and temporary exhibition galleries to improve the visitor experience; actively contribute to rethinking presentations and understandings of the Museum's collections.
6. Other duties as assigned

Required Qualifications

- Minimum of 3-5 years of experience in collections management, curatorial responsibilities, and museum exhibition experience, in positions of increasing responsibility, including supervisory experience.
- Thorough understanding of collections care, object handling, storage, and security of collections.
- Proficiency in working with collections database systems.
- Knowledge of ethical, legal, and technical matters relating to accessioning, deaccessioning, incoming and outgoing loans, and inventories.
- Successful track record of curating exhibitions and familiarity with the entire exhibition development process including research, storyline, design, budgeting, and evaluation.
- Sensitivity to the role that museums play in society and ability to communicate history to a diverse audience.
- Ability to work proactively and independently on multiple tasks while maintaining quality and meeting deadlines.
- This position requires precise attention to detail, strong communication and analytical skills, as well as the ability to work collaboratively and diplomatically.

Desired Qualifications

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- Knowledge of metadata schema and knowledge of and experience implementing Dublin Core metadata standards, preferred.
 - Experience with digitization hardware including using flatbed scanners and copy stand systems.
 - Demonstrated excellence in writing, public speaking, and verbal communication.
 - Minimum of a B.A. degree, M.A. preferred, in History, Museum Studies, Art, or related field. An equivalent combination of education and experience may be considered.

Special Considerations

The 1740-1743 Whitefield House Museum is located in an historic 3 story building without air conditioning or an elevator. Various museum-related tasks, including lifting moderate weights and working outside during events, are required. Position requires occasional evening and weekend on-site participation in events.

The position holder must be able to perform the job's essential functions with or without reasonable accommodation. The employee is responsible for informing the MHS Executive Director of any and all reasonable accommodation that will be required.

Equal Employment Opportunity. The MHS is committed to providing equal employment opportunity for all persons regardless of age, citizenship, color, disability, marital status, national origin, race, religion, sex, veteran status, genetic information, ancestry, and any other protected status. MHS is committed to supporting the principles of diversity, equity, accessibility, and inclusion throughout the Museum as an institution where people work, volunteer, and gather. We aim to expand access and create a welcoming environment for everyone.

Reports to: Executive Director

Status: Full-time, exempt

Compensation: \$50,000 annual salary, health insurance benefits (for employee only), 10 paid holidays, and vacation and personal days dependent on length of tenure.

To apply: Qualified individuals should send a cover letter, resume, and list of publications and or exhibitions to director@moravianhistory.org.