



## POSITION DESCRIPTION (2020)

<b>Title:</b>	Curator
<b>Supervisor:</b>	Executive Director
<b>Classification:</b>	Full-Time, Exempt
<b>Budget Responsibility:</b>	Collections
<b>Supervisory Responsibility:</b>	Collections Manager (FT, Non-Exempt) Archivist (PT, Exempt) Interns

Tudor Place seeks a **Curator** who will advance the organization's new mission and vision through dynamic leadership in the interpretation of the museum collections and site history. This position is responsible for supervising the care and preservation of the Collection, including more than 18,000 objects and 300 linear feet of archival material. The Curator works closely with colleagues to care for, preserve, and interpret the historic buildings and structures, including the 200-year-old landmark house in which the museum operates. As head of the Collections department, the Curator reports to the Executive Director and is part of the senior management team of Tudor Place. The Curator also will participate in the design of a new on-site collections management facility that is a component of the organization's Master Preservation Plan.

### RESPONSIBILITIES

#### *Research & Interpretation*

- Manage research initiatives in support of museum interpretation, documentation of collections, and the sharing of the Tudor Place story
- Conceptualize, develop, and install all exhibits, including seasonal and special holiday installations, in consultation with Executive Director and Director of Education & Visitor Services
- Assist in the orientation and ongoing education of docents
- Coordinate the publication of papers and other research efforts

#### *Public Outreach & Education*

- Present virtual and in-person lectures and workshops to promote the Collection
- Work with the Development & Communications department staff to develop web-based, print and social media initiatives to further the public's appreciation of the Collection
- Respond to inquiries regarding the Collection and Archive from researchers and other museums
- Lead tours and conduct special presentations
- Write newsletter articles and compile information for Annual Report
- Maintain relationships with donors, lenders, and individuals who may gift objects or papers to the Collection and Archive
- Assist in fundraising efforts and activities related to the Capital Campaign

#### *Collections Management*

- Prioritize conservation needs and manage conservation projects

- Manage the annual January Clean, a month-long deinstallation and deep clean of the museum while closed to the public, with Collections Manager
- Manage all licensing agreements regarding the reproduction of Collection objects
- Recommend acquisitions and deaccessions to the Executive Director, Collections Committee and the Board of Trustees; implement decisions
- Contribute to decisions related to the maintenance and conservation of the buildings as they affect collections, with Director of Buildings, Gardens & Grounds
- Supervise all incoming and outgoing loans of objects, with Collections Manager
- Assist in the design of a new on-site collections management facility; manage use of facility once completed
- Review the *Collections Management Policy* and recommend updates to the Executive Director and Collections Committee
- With other staff, develop emergency and disaster response plans; participate in staff trainings on these procedures

#### *Departmental Administration*

- Supervise the Collections Manager, Archivist and collections interns, including time reporting, performance evaluation, and coordination of professional development
- Serve as staff liaison to the Collections Committee; work with the Executive Director and Committee Chair on the agenda for Committee meetings
- Track department spending and prepare annual budgets; identify special funding needs
- Prepare reports and presentations for the Board of Trustees and committees

#### **EXPERIENCE & EDUCATIONAL REQUIREMENTS**

- Master's degree in American history, American studies or a related field
- Five or more years of curatorial and collections experience with increasing levels of responsibility at a museum or historic site
- Supervisory experience preferred

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Desire to work in a historic setting; respect for the preservation of an historic estate and its collections
- Enthusiasm for working in a team environment
- Ability to work collaboratively with a diverse group of colleagues and volunteers, including members of the Board of Trustees
- Knowledge of current museum methodology and best practices
- Excellent research skills
- Excellent verbal and written communication skills; ability to communicate effectively with colleagues and with the public; public speaking experience desired
- Demonstrated ability to creatively conceive, organize and mount exhibits
- Familiarity with collections management database applications (PastPerfect proficiency preferred)
- Proficiency in Microsoft Office programs
- Knowledge of American history (additional knowledge of Washington, DC history desired)
- Ability to represent the museum in a professional manner at a wide variety of events

- The physical requirements of this position are classified as medium work (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects)
- This position requires climbing (stairs, ladders), stooping, kneeling, reaching, standing or walking for extended periods, lifting, grasping, visual acuity, keen spatial awareness, and the ability to move within constricted spaces
- Ability to work in a range of environmental conditions

### **COMPENSATION & BENEFITS**

Compensation is based on experience. Salary range: \$65,000-72,000 per year.

Tudor Place prides itself on providing excellent benefits to eligible employees, including paid leave, paid holidays, life insurance, medical benefits, free on-site parking, and a staff Museum Shop discount.

### **TO APPLY**

Please send a cover letter and resume to Director of Finance & Administration Helen Hubbard-Davis at [careers@tudorplace.org](mailto:careers@tudorplace.org). Please include 'CURATOR' in the subject line. No phone calls please.

**Tudor Place is an Equal Opportunity Employer.**