



# THE COLLECTION

## THE HISTORIC NEW ORLEANS COLLECTION

533 Royal Street • 70130-2179 • www.hnoc.org • (504) 523-4662

<b>Position: Associate Curator</b>	<b>Manager: Chief Curator</b>
<b>Department: Collections &amp; Exhibition Division</b>	<b>Status: Exempt</b>
<b>Date Updated: February 2023</b>	<b>F/T Monday-Friday</b>

### **Job Summary:**

The Associate Curator assists and supports core museum functions by serving as a subject-matter specialist in a field related to our institutional mission, actively contributing to collections development and stewardship, collaborating on visitor-based exhibition development, and by successfully performing outreach to our museum's community. The associate curator contributes to education initiatives and museum programs through research, public presentation, and community advocacy. The position also works as part of the collaborative, interdepartmental teams that create dynamic and meaningful museum exhibitions, and helps to align those projects with the values and needs of visitors from our community and beyond. Finally, the associate curator contributes to the development and stewardship of our museum collections through informed and ethical engagement with donors, sellers, museum colleagues and community stakeholders.

### **Essential Duties and Responsibilities:**

*The below duties and responsibilities are essential core functions of this position. Other duties may be assigned as needed.*

- Develop and deepen expertise regarding collections and local and regional history subjects; research, write, and deliver presentations and textual content pertaining to this position's areas of expertise via various media formats. Effectively contribute to institutional educational outreach and raise awareness of THNOC in the community by participating in conferences, symposia, and other scholarly and professional meetings or events, and by engaging with local partners in our community and professional colleagues at peer institutions.
- Assist in collaboratively developing creative and engaging exhibitions, including research, object selection, and input on the development of visitor-centered interpretation and gallery design; collaborate on developing visitor engagement strategies for ongoing and changing exhibitions by sharing relevant expertise and through outreach to relevant

community advisors; provide additional support, including training for staff and promotion of THNOC exhibitions for the public.

- Research and evaluate potential acquisitions and work collaboratively with the acquisitions committee and staff to guide and successfully conclude acquisitions. Develop contacts and relationships with (potential) donors and vendors, as well as the cultural communities associated with the materials or objects under consideration. Help to develop and maintain an acquisitions strategy that is aligned with our current collection, best practices, and institutional goals.
- Actively contribute to collections access and stewardship; provide advice and subject matter expertise to colleagues and outside researchers regarding objects or collections for which you have expertise; assist with conservation assessment and prioritization as needed.
- Actively participate in staff meetings, committees and workgroups as needed to advance projects or processes for the benefit of THNOC and its stakeholders; undertake special tasks or projects that may include the supporting or directing the work of staff or interns working with objects or collections relevant to your area(s) of expertise.

### **Job Qualifications:**

*Below are the minimum requirements necessary for this position.*

#### Education:

- Bachelor's degree in history, art history, or related degree.

#### Experience:

- Minimum of one year of related experience working in a museum or comparable cultural institution.

#### Knowledge, Skills, and Abilities:

- Demonstrated success with community outreach or collaborative work with community stakeholders.
- Proven communication skills and an ability to present to groups of individuals.
- Ability to represent the organization in media appearances.
- Exceptional knowledge of New Orleans and Louisiana history and culture.
- Knowledge of and ability to use best practices in handling museum objects.
- Exceptional research and writing skills.
- Exceptional organizational and attention to detail skills.
- Proficiency in Microsoft Office.
- Ability to work as part of a team and collaborate with others as well as demonstrated ability to work independently.
- Ability to be flexible and responsive to an evolving work environment.
- Ability to meet deadlines.

**Preferred Job Qualifications:**

- Advanced degree in history, art history, or a related degree.

**Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to remain in a stationary position, move throughout the properties, operate a computer and other office machinery, and position self to work at work station. This position consistently communicates with co-workers and others and observes, inspects, and assesses collections, art, materials, and related materials.