



Johnson County Museum of History

135 N. Main St., Franklin, IN 46131

317-346-4500

www.johnsoncountymuseum.org

Position: Curator

Full Time—37.5 hours per week

Salary range: \$37,000-\$43,000

The Johnson County Museum of History is seeking a highly motivated professional to fill the position of Curator. This is a full-time position with the Johnson County Government. The ideal candidate will have a background in History and a degree or certificate in Museum Studies or Public History. Experience with *Past Perfect* collections database is a plus. This position requires a candidate with great flexibility, strong multi-tasking and project management skills, and the ability to work well with people of all ages and personalities. This position requires occasional evening and weekend availability.

Major responsibilities include:

- ❖ Exhibit design and development, which includes research and content development, budgeting, working with Museum Assistant on graphic design of text panels and object labels, overseeing construction of new materials and the installation of exhibit items
- ❖ Preparation and installation of artifacts for museum's permanent and temporary galleries, including special exhibits and off-site exhibits
- ❖ Maintaining adequate records pertaining to the provenance, identification and location of the museum's collections and all incoming and outgoing loans
- ❖ Knowledge and application of current professional standards of collections care and maintenance
- ❖ Work with Director in the overall care, storage and conservation of museum collections
- ❖ Direct supervision of collection volunteers and undergraduate/graduate level interns
- ❖ Conducting museum tours and lectures both at the museum and at other community locations
- ❖ Responding to visitor inquiries about museum collections
- ❖ Educating potential donors about their items and the museum's current donation policies
- ❖ Accepting and removing items from the museum's collection in accordance with museum's mission statement and collection's policy
- ❖ Providing donors with proper paperwork, including thank you letters and Deed of Gift (receipt of donation)
- ❖ Work with the Education Coordinator on educational programs and outreach events related to museum exhibits and collections
- ❖ Working with museum staff and volunteers to plan and implement various programs throughout the year including lectures, children's programs and other special events
- ❖ Providing updates about museum collection and related activities at monthly board meeting and in the museum's quarterly newsletter
- ❖ Creating social media content in conjunction with other staff
- ❖ Managing staff and volunteers during Museum events
- ❖ Other tasks as assigned

Please send resume and cover letter to: David Pfeiffer

Johnson County Museum of History

135 North Main Street,

Franklin, IN 46131

E-mail: dpfeiffer@co.johnson.in.us