

El Rancho de Las Golondrinas Living History Museum
Job Description
Curator of Collections

Job Summary:

The Curator of Collections provides stewardship and access to the Museum's collection. This position will have the vision and capacity to rethink and define the Museum's collection and role it plays in presenting New Mexico's history to the public. This individual reports to the Museum Director.

The Curator of Collections sets the vision for the documentation, care, access and use of the collection and leads the initiatives for collection stewardship also functioning as the collections manager. The Curator of Collections brings passion and knowledge about history to the identification, care, use and access of the Museum's holdings. The Curator of Collections maintains and improves the paper and electronic systems, oversees and provides for the on-going maintenance and integrity of information about the collection, conducts inventories and catalogues objects, develops and recommends policy and procedures for collection activities, and oversees accessions, deaccessions and loans. Research on the collection and answering external research inquiries are also integral to the position. The Curator of Collections recruits, trains, and supervises volunteers and interns in assisting with collection-related activities.

Duties and Essential Functions:

- Provide stewardship for the collection
- Evaluate and oversee the collection management database to ensure accurate object-based research and record keeping
- Catalogue the collection
- Conduct regular on-site inventories
- Conduct building exhibit resets and takedowns including cleaning of buildings
- Oversee archaeological investigations
- Oversee accessions, deaccessions and loans
- Educate staff, board members, and the public on collection care issues
- Conduct collection-based research to answer public inquiries and to document the collection
- Support other Museum staff with historical and object-based research for programming, new exhibitions and display of collection materials
- Collaborate with the Director of Education and other staff on the creation and execution of Museum programming and related materials
- Work with staff and Board to update the Museum's Collection Management Policy
- Recruit, train and lead interns and volunteers
- Work with development staff to write grants for collection-based projects
- Serve as the Museum's public face for the collection through professional leadership activities, committees, and affiliations

- Actively help to market and promote the collection to the media, community, and other outlets

Qualifications:

Required-

- College degree in History or equivalent
- Three to five years of experience managing a museum collection
- Demonstrated understanding of best practices and standards of collection care including:
 - Experience photographing, numbering and housing museum objects
 - Understanding and application of the standards for temperature and humidity in a museum environment
 - Experience with incoming and outgoing loan processes, condition reporting, inventory and cataloguing
 - Experience with risk management issues including disaster plan development
- Proven success in creating a positive preservation culture in a museum setting
- Familiarity with museum accreditation programs
- Excellent written, organizational, and interpersonal skills
- Attention to detail

Preferred-

- Master's degree in Museum Studies or equivalent
- Experience completing a cataloguing project
- Experience evaluating and implementing new collections management software
- Exposure to multiple collections management databases
- Familiarity with New Mexico history collections
- Experience producing web-based exhibits
- Experience with rights and reproductions
- Grant writing experience
- Supervisory experience
- Exposure to storage assessment and storage space redesign
- Knowledge of New Mexico and Spanish Colonial History

Additional Requirements-

- Highly organized with the ability to work on several projects concurrently and handle standards for accuracy and quality
- Able to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Able to climb stairs, carry and lift 30 pounds, and stand, walk or sit for extended periods of time
- Able to work in dusty environments, hot and cold climates, and outdoors

- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including weekends, evenings and nights
- This position is required to work all festival weekends

This Full-Time Position is salaried and includes health and dental insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment and 2 weeks paid end-of-year holiday vacation.

This position is required to work all festival weekends and other events as needed throughout the season, but will otherwise have a Monday-Friday schedule.

Please send cover letter and resume electronically to

Daniel.goodman@golondrinas.org

No phone calls, please.