

## **Seward House Museum**

**Auburn, NY**

### **Director of Collections and Exhibitions**

**Statement of Purpose:** The Seward House Museum Director of Collections and Exhibitions (DCE) will oversee the museum's exhibitions and collections program. The DCE manages the permanent collection as it relates to special exhibitions, research, interpretation, conservation, and preservation. The DEC will also oversee exhibition installation coordination, including the safe packing and shipping of art works, installations practices, negotiating contracts, and the management of traveling exhibitions. A key provider of vision and leadership for the museum, the DEC will work closely with the Executive Director, Board, staff, volunteers and members of the community.

#### **Responsibilities:**

- Recommends and assures compliance with policies, procedures, and budgets needed for the care, conservation, and preservation of artifacts.
- Works with the Director of Education on educational initiatives for various Museum audiences, which includes developing and leading public curatorial and gallery talks, meeting with classes, and developing written materials for various audiences.
- With the Executive Director, monitors the condition of Museum exhibits; develops recommendations for updating or upgrading exhibits; develops historical content for Museum exhibits; and coordinates the updating or upgrading of Museum exhibits.
- Works closely with the Facilities Manager to monitor the condition of the historic structures on the Museum campus and the collections within; develops recommendations for the preservation of the historic structures and for the conservation of exhibited artifacts.
- Is responsible for the maintenance and improvement of long-term exhibitions and the planning, coordination, and installation of short-term exhibitions and exhibits.
- Represents the Museum in the community and in professional organizations to pro-actively enhance the SHM's relationships with the creative community, the general public, and other institutions locally, regionally, and nationally.
- Performs other duties as required to ensure the effective operation of the Museum's Collections department and to fulfill SHM's mission and vision to be a nationally recognized museum.

#### **Knowledge, Skills and Abilities:**

- Strong knowledge of museum curatorial principles and best practices.
- Collaborative approach, with the flexibility and collegiality to engage and connect with a variety of stakeholders, including colleagues and peers, the Museum Board, volunteers, varied external partners, and the general public.
- Familiarity with and open to using new technologies, on-line experiences, and new fields of study such as digital humanities.

- Experience using a Collections Management Database such as Past Perfect.
- Experience in researching and writing collections and preservation related grants.
- Ability to collaborate with the Education Department and to build and welcome regional and national audiences.
- An ability to anticipate and solve problems proactively, creatively, and efficiently.
- Excellent written and verbal communication skills; flexible, reliable, and detail-oriented; ability to prioritize tasks.
- Leadership skills, including strategic thinking, organizational effectiveness, and stretching a budget.
- Strong research and computer skills.
- Capable of implementing complex projects with minimal supervision, function effectively as a supervisor for collections volunteers and interns and working well with colleagues in a team environment.

**Education and Experience:**

- 2 years of experience overseeing complex collections and developing exhibitions in a museum, archives, special collections, or a gallery.
- Bachelor's degree required. Master's degree in museum studies, art history, material culture, decorative arts, or related field is highly desirable.

Salary Range: \$40,000-\$45,000

**Benefits**

- Health and dental insurance, health savings account, life insurance, 401k with up to 6% matching, generous earned time off, 8 paid holidays, flex time, professional development opportunities, and some remote work possible.

To apply send cover letter, resume, 3 professional references, and a 1-3 page writing sample as a single pdf to: [director@sewardhouse.org](mailto:director@sewardhouse.org). Applications will be accepted until the position is filled. No phone calls please. EOE/D/V/M/F