



Employment Opportunity:

Museum Curator Position (open until filled)

Institutional and Community Overview

The Sheldon Museum and Cultural Center, Inc (dba Haines Sheldon Museum (HSM)) is a non-profit 501c3 organization created to collect, preserve and interpret the remarkable history and art of the Chilkat Valley, Alaska. We operate a regionally important historical museum, a museum store, and provide historically relevant educational programming to youth and the community. Our FY23 budget is just over \$250K. HSM is an American Alliance of Museums accredited institution, one of seven in Alaska. Our service area includes the Haines Borough, population of about 2,600, and the Tlingit community of Klukwan, about 100. These communities also include two tribal governments—the Chilkoot Indian Association and Chilkat Indian Village. Constructed in 1980 with leadership from the Chilkat Valley Historical Society, the Haines Woman’s Club, and the municipality our facility is owned and maintained by Haines Borough, which also provides significant annual financial support. The non-profit HSM has full responsibility for museum operations.

Haines, AK is located 90-miles north of Juneau, the state capital, and is surrounded by a stunning mountainous and maritime landscape that has been inhabited for time immemorial. We are politically and ethnically diverse. About 11% of residents are of Alaska Native descent. Here at latitude 59N, multiple river systems and intact habitat support wild salmon, bears, moose, wolves, and people. Our beautiful facility near tide-water is sited where Presbyterian missionaries established Haines Mission in 1881, an area that Tlingit-speaking first-nations people called Deishu, “trails end.”

Two exhibit galleries and a gift shop are upstairs, and compactor shelving, archives, collections, objects vault and office-space are downstairs—approximately 7500 ft sq. in total area. Our historical collections include approximately 4500 objects, 13,000 historical photographs and 7,000 archival documents. We also own a fine collection of regionally relevant works of art—and Haines has a thriving arts culture. Our IT and environmental monitoring systems are professionally managed and HSM digital collections in PastPerfect are redundantly backed up, onsite and offsite. In the coming year we will expense about \$8,000 on IT consulting, digital and collection security, and environmental monitoring. Other collection and facility security includes Halon fire suppression and access/motion detection linked to off-site service providers.

Position Roles and Responsibilities

The Haines Sheldon Museum (HSM) Curator position is creative and multi-faceted, offering significant opportunity for meaningful historic and artistic interpretation, exhibition and education programming. HSM is a small institution and the position will be unlike a large museum with multiple levels of management. As a trained and experienced museum professional--*preferably with a degree in Museum Studies, or a related field*--the HSM Curator will apply their professional creativity, organizational skill, design experience, and excellent written and interpersonal communications to lead our primary programs: Exhibition and Education.

HSM has maintained AAM accreditation since the early 1990’s. The position will manage the documentation required to maintain this distinction. Our AAM “self-study” is due in June, 2023.

HSM operates two galleries: Temporary and Main. Highly creative, temporary exhibits move through the temporary space, changing about every two months. Our current Main gallery exhibit, *Everything from Afar Drifts Ashore*, explores the early Euro-American and Alaska Native contact-period in the Chilkat Valley.

The Museum Curator is the staff leader, assuming significant day-to-day responsibility and working well with her/his co-workers to achieve institutional goals. *Below are examples of that collaborative leadership:*

- The Curator’s professional guidance and creativity is crucial to telling our story and creating winning grant proposals. The HSM Business/Grants Manager currently writes and manages HSM grants. Our Curator will be a direct collaborator in grant development. For example, we hope to augment the current Main Gallery exhibit in the coming year to include more objects, technology and images that strengthen our presentation of 20th Century themes. The HSM Curator will led that work, teaming with the Collections Manager and the Business/Grants Manager to plan grant-fundable exhibit improvements.
- During 2021/2022, our Collections Manager, Zack James, completed oral histories on individuals who formerly were students at *Alaska Indian Arts* (AIA) between the late 1950’s and 1990’s. This project was funded by the *Alaska Humanities Forum*. These oral histories, along with extensive AIA Collections at HSM and in the Alaska State Museum will lead to an *Alaska Indian Arts Retrospective Travelling Exhibit*—a project we hope to complete in 2024 or 2025. This future travelling exhibit will, by necessity, directly confront issues dealing with “cultural appropriation” involving Alaska Native art—a subject of complexity and local importance. It’s exciting and highly relevant project for both Haines and Klukwan! Our step-wise funding of the *AIA Retrospective Travelling Exhibit* will require a professional team effort; Museum Curator, Collections Manager, and Business/Grants Manager working together.
- HSM provides history education to school-age youth and the community. Our Curator provides professional guidance to the Operations & Education Coordinator, ensuring, excellent, accurate, age-appropriate content; this tag-team also shares event-planning and community engagement responsibilities.

Management and Staff Overview

The HSM has been without a full-time curator for two COVID years. Current staff includes three skilled employees who each work under 30-hours weekly: Collections Manager, Operations & Education Coordinator and Business/Grants Manager. In addition to the HSM Board, HSM currently has awesome volunteers who support the Museum Store, serve as docents, or support archival/collections activities. *The HSM Curator will be a trained, professional complement to this mature team.* Following two COVID years of negligible admissions and store sales, we are experiencing high levels of gallery traffic and again booking income. It’s a welcome change!

Position Compensation/Benefits

The Haines Sheldon Museum (HSM) Curator position is planned for a 35hr/week and is a “non-exempt,” full-time employee—meaning that compensation is hourly and not salaried. The anticipated pay-range is \$26-\$28/hour DOE. In compliance with the HSM Personnel Policy, full time positions receive a Health Stipend totaling \$6,000 annually (\$500/mo.) on top of their hourly wages, plus Annual Leave and Sick Leave accrual. With the added Health Stipend, total pre-tax financial compensation will range from \$53,000 to \$56,570 DOE.

In closing, we emphasize the following: a team leader and a team-player, professionalism, excellent communication, shared responsibility, and a warm and reliable sense of humor.

Application Must Include:

1. Cover Letter
2. Resume or CV showing museum-related work-experience and contacts for three references
3. HSM Application form completed, including three work-related references (find at sheldonmuseum.org)
4. Prior to interviewing, applicants will provide university transcripts, showing museum-related course work

Submit the above as PDF copies with the subject line “Curator Position” to:

accounting@sheldonmuseum.net. *We are glad to field questions!* Office) 907-766-2366; Cell) 907-314-0331.

Business hours: Tuesday through Saturday 10am – 4pm.