

Talkeetna Historical Society/Museum
Talkeetna, AK

Position: Curator of Collections
Classification: Part Time (20 hours per week)
Reports To: Executive Director

Job Summary:

The collections manager plays a key role in organizing museum collections, meeting with residents and donors, and conducting research on artifacts. Oversees digitization projects; researches historical topics; is responsible for management, security and preservation of museum collections. Major component of the job will data processing and record keeping, as well as promoting the museum on social media - FaceBook and Instagram.

Preferred Qualifications and Abilities

- Bachelor's degree in history, art history, library or museum studies or other similar degree.
- Demonstrated skill in collections management databases
- At least 2 years of progressive experience in the museum or similar field.
- Strong working knowledge of curatorial standards.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Strong skills with MS Office products (mostly Excel) and third-party software platforms.
- Ability to implement and adhere to Collections Management policy.
- Ability to set and meet deadlines, manage projects, exhibit installations and planning.
- Experience with artifact handling, packing, and cataloging historical material and/or artwork
- Possess high level of attention to detail, accuracy and ability to meet deadlines.
- Working knowledge of photo scanning techniques
- Proven examples of working in social media (Instagram and FaceBook)
- Understanding of and experience in conducting a museum inventory and/or collections
- Ability to write policy and procedure manuals
- Demonstrated practical knowledge of collections policies and procedures
- Ability to work harmoniously and effectively with others
- Strong writing and verbal communication skills
- Knowledge of Talkeetna and surrounding is a plus
- Valid Driver's license required.

Primary Tasks:

- The collections manager has primary responsibility to manage permanent collection, work through all found-in-collection items, re-box collection items and permanently mark objects.
- Post social media posts on a regular weekly basis and respond to inquiries.
- Constructs archival storage solutions for museum objects, monitors museum artifacts for long term conservation and preservation and rectify issues around pest management
- Oversee the research, content development, and interpretation of the permanent collection, changing exhibits, projects related to exhibitions, printed exhibition materials, signage, and special projects.
- Attend relevant public events, represent the museum on the radio, in papers, at forums and possess high level of attention to detail. Work collaboratively with local organizations, individuals, and community stakeholders to deepen authentic relationships between THS and other communities
- Curate exhibits and manage collections
- Represent the Museum in professional forums with regional and state colleagues and the broader cultural community, playing a role in advancing the Museum's profile.
- Enhance the Museum through networking on a local and state level.
- Write procedures and policy manuals for collection
- Other museum duties as assigned

Working Conditions and Physical Efforts:

- Lifting heavy boxes and moving objects; climbing stairs
- Stand for prolonged periods of time
- Working independently in a small space and at times in a dusty, poorly lit environment
- Work may be performed in the office, museum, and community
- Ability to work evenings and weekends