



## **POSITION DESCRIPTION**

### **Exhibits Curator**

## **INFORMATION**

<b>Department:</b>	Culture and History Department
<b>Reports to:</b>	Culture and History Director
<b>Location of Work:</b>	Juneau, Alaska
<b>Salary Grade:</b>	DOE
<b>Employment Category:</b>	Full-time
<b>Classification:</b>	Exempt
<b>Date:</b>	May 15, 2019

Sealaska Heritage Institute (SHI) is a regional Alaska Native non-profit organization founded in 1980 by Sealaska Corporation. SHI's mission is to perpetuate and enhance the culture of the Tlingit, Haida and Tsimshian peoples. SHI collects and preserves materials that document the history, culture, heritage, and language of the Tlingit, Haida, and Tsimshian people of Southeast Alaska and other Alaska Natives, and makes these materials available to the public for educational and research purposes. Our goal is to promote cultural diversity and cross-cultural understanding.

SHI cares for a collection of about 500 ethnographic and art objects according to current museum standards and offers high-quality exhibits in the Nathan Jackson Gallery, a 1950 square foot climate controlled display area. This position has twin responsibilities to curate exhibits and to manage the care and preservation of the collection.

## **ESSENTIAL FUNCTIONS**

Major Responsibilities:

### **Exhibits**

1. Responsible for planning and design of exhibits and exhibitions.
2. Propose, plan and develop exhibitions in the areas of Tlingit, Haida and Tsimshian culture, history, art, and science: create themes and story-lines; select objects to be exhibited; collect subject-matter information, photographs, and other materials to be used in the exhibit; and develop educational materials to support the exhibit.
3. Conduct research in support of exhibit plans, concepts and interpretation of objects.

4. Oversee exhibition planning including establishing a timeline and schedule, ensuring the coordination of multiple projects over several years, creating a budget, and identifying required staffing and resources.
5. Determine when outside expertise is needed for exhibit design, installation and de-installation; develop, negotiate and monitor professional services contracts and supervise work of consultants.
6. Write exhibit labels, panel texts and publicity materials, coordinate review of same with Media Department and other SHI staff.
7. Write grant proposals and budgets and administer/manage grants and projects.
8. Collaborate with other SHI departments in museum tours and interpretation of exhibits, implementing docent program and other visitor services, and developing educational and curriculum materials based on exhibits.
9. Track and coordinate moving items from storage to exhibit and back. Train volunteers and assistants in object handling procedures.
10. Organize, document, and coordinate the borrowing and lending of objects; negotiates insurance coverage; arrange and tracks shipping and receiving; packs or unpacks objects; prepares condition reports for loaned and borrowed items; and monitors the status of items on loan to other museums.
11. Responsible for packing and shipping of items and traveling exhibits. Ensure documentation is completed including permits and customs requirements. Consults with management to determine if item requires a courier. Track and coordinate movement of items.

### **Collections Management**

12. Overall responsibility for care and management objects in ethnographic and art collections.
13. Develop and maintain electronic and physical files to document and record information on all items in collections; create detailed physical description of item and its condition; acquire information on item usage and history; photograph items for documentation purposes; assign accession numbers; mark items in appropriate locations using methods that support conservation of the item.
14. Maintain collections database for object collections using Proficio collections management software; modify database when required to improve record-keeping and referencing ability.
15. Monitor temperature, humidity, and light in storage, conservation and exhibition areas; identify when environmental conditions become detrimental to conservation; notify management of such occurrences; coordinate repairs to storage facility or equipment.
16. Carry out systematic IPM procedures throughout the building.
17. Arrange and store items using techniques appropriate for the material and that maintain conservation according to current museum standards.
18. Evaluate storage requirements and needs such as supports and padding materials; make recommendations for improved collections storage requirements for specific objects; construct museum-quality storage mounts and containers when needed;



determine when outside conservation assistance is needed to resolve any issues for all types of collections.

### **COMPETENCIES**

- Knowledge of principles and practices of professional museum exhibit design and installation
- Ability to research and write exhibit labels and panels, reports, grant proposals and correspondence related to the work; maintain records.
- Knowledge of museum practices for the preservation and care of object collections
- Ability to communicate effectively with others, both verbally and in writing.
- Good interpersonal skills and a team player
- Skill in the careful handling of fragile, valuable items.
- Cross-cultural communication skills
- Ability to handle multiple projects simultaneously
- Knowledge of Northwest Coast cultures

### **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

### **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **WORK DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

### **TRAVEL**



None to minimal.

**REQUIRED EDUCATION AND EXPERIENCE**

- M.A. in Cultural Anthropology or related field with a concentration in museum studies
- Work experience may be substituted for some of the educational requirements
- Two years of professional exhibit design or collections management experience

**PREFERRED EDUCATION AND EXPERIENCE**

- Three or more years of professional museum exhibit curatorial experience
- Knowledge of Northwest Coast cultures and culturally relevant archival practices

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

