

CUMBERLAND COUNTY HISTORICAL SOCIETY

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The Alan Ewing Carman Museum of Prehistory in Cumberland County, part of the Cumberland County Historical Society is currently hiring for a Curator. The position is part-time with fluctuated hours. The position is \$12/hour. The Museum is open on Sundays 12-4pm in January and February and open Wednesdays, Saturdays and Sundays from 1 – 4pm in March to December.

Qualifications

The candidate must be able to work independently, outgoing, and possess strong communication skills.

The candidate must have a Bachelors in history or archeology or anthropology.

Interested candidates can send their CV or resume to Brittney Ingersoll at [britt48@gmail.com](mailto:britt48@gmail.com)

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The Alan Ewing Carman Museum of Prehistory Curator Job Description

The Prehistoric Curator of Cumberland County Historical Society reports to the Society Curator, Library Director, and the Society President.

President.

The Prehistoric Curator utilizes effective oral and written communication skills to sustain the Society's professional image and to provide quality service to all Society stakeholders.

The Prehistoric Curator shall keep the President and Board of Trustees informed of the needs and operations of the Society.

The Prehistoric Curator with the Director and CCHS Curator is responsible for oversight of the museums' collections.

The Prehistoric Curator with the Director and CCHS Curator is in charge of day-to-day oversight, use, storage, preservation and conservation of the Society's collections, in accordance with best museum practices.

**OPERATIONS:**

1. Staff Conduct & Management

a. Maintain consistent attendance and availability, in accordance with assigned work schedules.

b. Promote positive customer service in all interactions.

c. Exhibit ownership of assigned responsibilities and complete tasks on time to ensure Society plans and business needs are met.

**STAFF:**

a. Encourage and supervise staff.

b. Recruit staff and/or volunteers as Society projects require.

c. Train and integrate volunteers -and new staff into Society programs and activities, as needed.

**PROGRAMS:**

1. Prehistoric Curatorship

a. Oversee the preservation, maintenance and development of the Alan Ewing Carman Museum of Prehistory and Education collections and work collaboratively with the CCHS Curator and Director .

- Track incoming and outgoing loans, in accordance with Society policies and procedures.
- Receive, process and catalogue new acquisitions, in accordance with Society policies and procedures.
- Organize and process deaccessioned objects, in accordance with Society policies and procedures.
- Conduct further research on objects when provenance or details cannot be determined.
- Prepare an object deaccession policy for consideration by the Board of Trustees.

b. Provide recommendations and implement plans for the conservation of Alan Ewing Carman Museum of Prehistory objects.

c. Manage and coordinate strategic plans to improve and maintain Alan Ewing Carman Museum of Prehistory storage areas, in accordance with national museum standards.

**SPECIAL EXHIBITS & PROGRAMS**

- a. In collaboration with Committee Chairs, develop, produce, regularly evaluate and report on an ongoing series of Prehistoric Museum exhibits and programs consistent with the Society's Mission Statement.
- b. Develop content to support communications and marketing plans for Alan Ewing Carman Museum of Prehistory exhibits and programs.

- c. Perform Prehistoric Museum tours for scheduled groups and drop-in visitors.
- d. Participate in Society events including our educational programs.

### **PLANNING:**

- a. Direct and work with paid and volunteer staff to implement the Trustees plans.
- b. Serve as a planning resource to committees and the Board, as requested.

### **FUNDING/FINANCES:**

#### 1. General Fundraising:

- a. Support fundraising initiatives.
- b. Work with the officers, Board of Trustees, staff and volunteers to sustain current fundraising events (e.g., Christmas house tour, annual dinner, Hearthside dinners, craft fair, etc.).

#### 2. Finances:

- a. handle museum finances and transfer money to CCHS Treasurer

### **COMMUNICATIONS AND PUBLIC RELATIONS:**

#### 1. Communications.'

- A. Be available and support activities as needed.
- B. Provide written reports for all regularly scheduled Board Meetings.
- C. Attend regular meetings of the Board of Trustees and meetings of Board committees, on request.

### **MARKETING & PUBLICITY:**

- a. Support all public and press relations including newspapers, newsletters and the Internet.
- b. Attend Society sponsored public events, as needed.
- c. Be available for speaking engagements, as needed.

Support marketing plan activities, including; providing research on objects to highlight, perform video interviews and narration, develop content for social media, podcasts, etc.

### **MAINTENANCE:**

- Light cleaning of the Prehistoric Museum

- Help other museums as needed