

Job Description: Part-Time Curator

Reports To: Executive Director

Supervises: Curatorial Assistant

Hours: 20-30 hours per week

Compensation: \$22-\$28/hour

Position Overview

The Part-Time Curator at the Loudoun Heritage Farm Museum (LHFM) has a leadership role in managing the museum's collection, developing exhibitions, and ensuring the highest standards of artifact care and interpretation. This position also supervises the Curatorial Assistant, fostering their professional growth and ensuring collaborative success in the museum's curatorial endeavors. Additionally, the Curator serves as a backup for the Executive Director in managing payroll tasks through QuickBooks as needed.

Essential Responsibilities

Leadership and Supervision:

- Directly supervise and mentor the Curatorial Assistant, assigning tasks and overseeing their progress.
- Collaborate with the Executive Director and other staff to align curatorial activities with the museum's mission and strategic goals.

Collections Management:

- Perform the documentation, organization, and maintenance of the museum's collection, including archival papers, photographs, and three-dimensional artifacts.
- Maintain compliance with best practices for the conservation and preservation of museum objects.
- Develop and implement creative storage and display solutions for the collection.

Exhibitions and Interpretation:

- Research, plan, and execute new exhibitions, and refresh existing displays to maintain visitor engagement.
- Write exhibition narratives, labels, and educational materials that enhance the visitor experience.

Curatorial Research and Public Engagement:

- Conduct detailed research to inform exhibit development and expand knowledge of the museum's collection.
- Participate in tours, lectures, and workshops to share curatorial insights with the public.

Administrative and Budget Management:

- Develop and oversee curatorial budgets, ensuring efficient use of resources.
 - Assist in grant writing and other fundraising efforts to support curatorial projects.
 - Track objects through the accession process and maintain accurate collections records.
 - Serve as a backup to the Executive Director for payroll processing in QuickBooks.
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Minimum Requirements**Education and Experience:**

- Bachelor's Degree in Museum Studies, History, Art History, or a related field (Master's Degree preferred).
- 3+ years of experience in collections management, exhibitions, or related curatorial work.
- Supervisory experience, with a track record of supporting staff or volunteers.

Skills and Abilities:

- Strong knowledge of museum standards for artifact handling, conservation, and exhibition design.
- Proficiency in collections databases and Canva for design purposes.
- Exceptional organizational, research, and writing skills.
- Ability to work collaboratively while managing multiple projects and deadlines effectively.

Working Conditions

- Primarily indoors, with occasional outdoor work related to field trips, public programs or special events.
- Physical activities include moving between galleries, storage areas, and offices; occasionally lifting/moving up to 40 pounds unassisted.
- Reasonable accommodations will be made for qualified individuals with disabilities.

Application Process

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to jobs@lhfarmmuseum.org. Applications will be accepted on a rolling basis until the position is filled.

The Loudoun Heritage Farm Museum is committed to creating a diverse and inclusive workplace. We encourage candidates of all backgrounds to apply.

The Loudoun Heritage Farm Museum is a 501c3 non-profit dedicated to preserving, promoting and bringing to life the rich agricultural history of Loudoun County.