



Associate Director of Collections and Interpretation

Job Description

The Associate Director of Collections and Interpretation is an 80% FTE year around, at will employee position.

The Associate Director of Collections and Interpretation will report to the Executive Director and will work closely with the Assistant Director of Development, Marketing & Communication and Associate Director of Operations. The Associate Director of Collections & Interpretations is responsible for all aspects of the museum collection and archive, as well as related interpretation and programming.

The Associate Director of Collections and Interpretations will manage collections and archival storage, conservation and record keeping, as well as developing and establishing online access.

The Associate Director of Collections and Interpretation will manage programs and activities that provide access and understanding of the collection and archive. This includes oversight of curatorial interns and tour guides.

Primary Responsibilities

Collections

- Work closely with Director of Operations to manage collections both on exhibit and in storage and occasionally assist with historic building maintenance
- Respond to research requests
- Identify grant opportunities relating to collections and interpretation and work with Executive Director to submit proposals. Work with Executive Director to manage any current grants
- Maintain accurate record keeping of permanent collections in Past Perfect and work with education staff to maintain a record of programmatic collections
- Propose acquisition and deaccession recommendations to the Collections Committee. Manage temporary custody process and relations with prospective artifact donors. Ensure that new acquisitions are inventoried and photographed, and thank you letters are sent to donors
- Recruit, train and manage interns and volunteers for collections work

Interpretation

- Supervise education staff on collections-based educational programs

- Work with the Director of Development, Marketing and Communications to establish and maintain online access to the collections, through creation of virtual programs and exhibits and other digital interpretations, for items on exhibit and in storage
- Cultivate and maintain relationships with media outlets and academic journals
- Write articles on behalf of the museum and promote their publication
- Maintain signage and interpretive collateral pertaining to the museum, collections and site(s)
- Recruit, train and manage volunteer docents and tour guides for museum tours, special events and other interpretive activities
- Research, organize and develop thematic museum exhibits that tell a story and maintain continuity; scheduling exhibits and displays
- Work with staff and committees to continue development of the historic village in accordance with strategic planning, historic preservation and the programmatic and storage needs of the museum

Diversity, Equity and Inclusion

- Integrate the principles of the museum's DEI Statement into exhibits and interpretations
- Work with the staff and board to celebrate the history of diversity in local history (especially African American Alexander Lucius Twilight) and help to facilitate community opportunities and conversations around race, equity, inclusion and identity
- Identify additional partnerships, collaborations and resources that will further the museum's work in the areas of diversity, equity and inclusion

The Old Stone House Museum & Historic Village Diversity, Equity and Inclusion Statement

The Old Stone House Museum & Historic Village aspires to be the space for open dialog around the interconnected issues of inequality in our shared society.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Old Stone House Museum & Historic Village is an equal opportunity employer. We invite candidates of all backgrounds and lived experiences, and we continuously strive to create an environment where all belong.