Title	Assistant Curator
Summary	Bergstrom-Mahler Museum of Glass is a highly visitor centered museum that requires an assistant curator with excellent interpersonal skills who is highly collaborative, with the ability to interface well with donors and the public. The assistant curator is a highly visible salaried museum professional staff member who is assists in organizing exhibitions, maintains all records for exhibition loans and the permanent collection, oversees exhibition installations, as well as provides a high level of visitor engagement through museum education and interpretation, public programs, tours and written support of the objects on display to enhance the visitor experience. The assistant curator manages the database for the museum collections and temporary custody of objects, as well as maintains donor records for the collection and storage for collection objects.
FLSA Status	Salaried Exempt Full Time
Relationships	Reports to: Executive Director Works with Internal: All Museum staff-Visitor Services, Marketing, Museum Shop, Development, Business, Education, Volunteers, Collections and Exhibitions, Museum Members, Donors, Collectors Works with External: glass collectors, galleries, other museum professionals, visitors, vendors, artists, corporate leaders, schools, nonprofits, funders/foundations, nonprofit leaders, educators, business community.
Job Duties	1. Conducts all communication with donors and artists for acquisitions, deaccessions, loans, storage, photography, copyright, shipping, packing, customs, insurance, transport of objects, and safe installation of objects for exhibition. 2. Implements exhibition installation, movement of art, training of volunteers on art handling. 3. Manages the collections budget and ordering of supplies. 4. Provides museum collections research and interpretation. 5. Works with Executive Director to conceive and organize special exhibitions. General responsibilities include corresponding with artists and donors, selecting objects, writing exhibition text (panels/labels/gallery guides/catalogues etc.), conducting research, drafting loan requests, contacting lenders, composing checklists and coordinating exhibition details, including packing and transit. 6. Performs all collections management and registration tasks, including but not limited to condition reports, gift contracts, loan requests and contracts, maintains secure storage, and additions to Past Perfect collections database and web-based collection content on Google Arts and Culture. 7. Interacts with insurance representatives and auditors to ensure coverage and inventory controls. 8. Collaborates with the museum team to create exhibition- and collection-related programming. 9. Gives exhibition and collection-related gallery talks and lectures to the public, staff, docents, support groups, and other constituents. 10. Helps organize and manage traveling exhibitions including correspondence with venues, drafting contracts and answering questions. 11. Helps identify works for acquisition and deaccession, as well as developing relationships with collectors, sponsors, artists, donors, etc. 12. Helps to develop relationships with the community, museum colleagues, professional organizations, and friends of the Museum to enhance its position locally and nationally. 13. Assists with fundraising, grant writing, sponsorship requests and public relations efforts to support and promote departmental and Museum activities. 14. Conducts research on Collection- and exhibition-related topics. 15. Interacts with the arts community and civic bodies as an advocate for the arts and the Museum. 16. Supervises curatorial interns and volunteers and works on special projects as needed. 17. Assists the Executive Director in expanding glass relationships and donor cultivation. 18. Some travel to represent BMMOG at professional conferences and events. 19. Other duties as assigned.
Essential Skills	**Education/Training**: M.A. in Art, Art History and Museum Studies and Collections Management background or related experience. Proficiency in Past Perfect Software. Working knowledge of Visitor Studies and evaluation practices desired, knowledge of glass art a plus, Shipping and transport systems familiarity.

	Experience: 1-2 years of experience in a similar museum position previously. Proficient in Past Perfect Collections Management software. Professional museum collections management skills, excellent people, writing text and labels, writing for publication, public speaking, organization of exhibitions, installation and content generation, management of donor relationships, comfortable with social media platforms and computer skills, 1- 2 years of program development. Experience researched presentations, organizing public events, managing multiple tasks and collaborative projects, budgeting and project management helpful. **Interpersonal:** Outstanding people skills with the ability to work collaboratively, build community relationships, work with general audiences and specialized collectors to increase financial and object support, audiences, and volunteer support. Sensitive to public needs with strong visitor orientation to offer relevant information services. Must have a desire and ability to effectively work with a variety of stakeholders, employees, museum members, volunteers and collectors. **Physical:** Ability to handle art objects, move and lift, set up for events, create off-site presentations, operate technical office equipment, lift 40 lbs. valid driver's license.
Non-essential Skills	Helpful: Knowledge of appraisal requirements, IRS tax regulations for gifts of art, Glass handling and packing experience. Knowledge of conservation methods. Grant writing, marketing, photography skills, Adobe Photoshop and video production, website updates, social media and email.
Authority	Works with volunteer docents and interns. No direct reports.
Environment & Working Conditions	Accredited by AAM, Professional Museum environment and community. Collaborative participation in staff meetings and functions, representation of the museum to outside audiences and professional environments. Some travel.
Position Measurements	**Collections Records** – accurate, up to date, ready for audit reviews. Measurable improved attendance overall and increased events. **Exhibition installation and development-**operational support for programming is consistent. **Visitor Interpretation and Program development** – increased interpretation available to visitors. Program offerings resulting in more actively engaged audience. **Team member** – maintains collaborative relationships with museum staff, services and volunteer staff. **Community Engagement** – expand community networks associated with all aspects of above. **Professionalism:** represents the museum in all professional encounters.
Date Created:	1/4/2018
Apply	Open until filled: Send all inquiries with a cover letter, cv/resume and three references to Jan Mirenda Smith, Executive Director, smith@bmmglass.com. Bergstrom-Mahler Museum of Glass is an equal opportunity employer.