



## **Conservator /Assistant Curator Job Description**

Part-time, 20 hours /week – Tuesday through Saturday

Hourly

Reports to the Executive Director

### **GENERAL RESPONSIBILITIES:**

The Conservator / Assistant Curator will advance the mission of the Vallejo Naval and Historical Museum through assisting the Executive Director with research, design, preparation, and installation of interactive exhibits and overseeing museum collections. This position is responsible for working with traveling and guest exhibits. They will be actively engaged in collecting, cataloging, and preserving the history of the City of Vallejo, Mare Island, and the surrounding region, as well as presenting exhibits and programs that showcase our history while exploring and celebrating the diverse cultural traditions of the community.

### **ESSENTIAL FUNCTIONS:**

#### **Exhibitions**

- Research museum collections and interpret results as applicable to exhibition preparation and educational endeavors.
- Disseminate research results through publication, exhibits, lectures, or other means.
- Develop topics and themes for exhibitions in coordination with the Executive Director, other staff and Program Committee.
- Help staff conceptualize, design, and execute exhibitions including selection of objects, integration of objects, display, interpretive information; and preparation of publications to accompany exhibitions.
- Engage with guest curators, scholars, educators, as necessary.
- Arrange and coordinate loan exhibitions for installation at the museum.
- Search for and work with traveling/guest exhibits.
- Other duties as needed.

## **Collections**

- Conduct, coordinate, and oversee research initiatives.
- Oversee all exhibition and storage areas.
- Assist in the development of interpretive themes and information for tours, exhibitions, and educational programs.
- Serve with Executive Director as liaison with the Program committee.
- Manage access and use of the collection, through processing and supervising all loans, responding to collection inquiries, and maintenance of paper and electronic records.
- Manage all licensing agreements regarding the reproduction of collection objects.
- Recommend acquisitions and deaccessions to the Executive Director and the Board of Directors.
- Work with the Executive Director in fundraising including grant writing.

## **Education**

- Contribute to the intellectual content of the museum's lectures and programs.
- Collaborate with the Executive Director in developing educational programs and activities.
- Coordinate the publication of papers and other research efforts.
- Lead tours and conduct special presentations as needed.

## **QUALIFICATIONS:**

- BA in American history, museum studies, material culture, or related field.
- Minimum of two years curatorial/assistant curatorial experience with museums or historic sites is desirable.
- Knowledge of exhibitions development, collection management and current museum principles, practices, and procedures.
- Demonstrate ability to organize, set and implement priorities, and manage multiple tasks.
- Motivation to work independently while setting and meeting deadlines.
- Excellent written and verbal communication skills
- Strong commitment to the mission of the Vallejo Naval and Historical Museum
- Working knowledge of Microsoft Office, Excel, and PastPerfect
- Willingness and ability to act as an integral member of a team that includes staff, volunteers and museum members.
- The ability to be flexible with demonstrated problem-solving skills.
- Willingness to work irregular hours, including weekends and evenings when required.
- Experience in public relations would be an advantage.
- Ability to lift up to 30 pounds.