



Collections Manager & Curator

Job summary: The Collections Manager & Curator is responsible for the care of the EHF archives and collections. A key component of this position is making the history housed in our archives accessible to EHF members, the local community, the local schools, and to the general public. This is done through exhibits, educational programs and workshops, articles, publications, collections/archives management, and the Collections Manager & Curator being available to meet with visitors, researchers, members, etc. to provide insights and guidance in Ephraim's history and the EHF's collection. The Collections Manager & Curator works with the Executive Director to continue to guide and maintain the academic direction of the EHF and its collections. As is true for all non-profits, this person will take on additional duties and responsibilities beyond those outlined below as the Foundation's mission and operations requires and as the EHF Executive Director instructs.

- Full-time position.
- Salaried position - compensation and benefits determined by EHF Personnel Committee and approved by EHF Board
- Reports to the Executive Director

Responsibilities:

The Collections Manager & Curator role is a highly visible position within the Ephraim Historical Foundation's Museum environment with three main areas of focus—collections care & management, exhibitions, research and Presentation/Interpretation.

Collections Care and Management:

- Developing the contents of the EHF's Collections and Archives alongside the Archives Committee
- Conducting research for the development of the collection, exhibits, publication, the programs, public, members, and other organizations.
- Serve as a resource for Educator in developing educational programming.

Collection Management:

- Oversee the physical care, storage, and movement of collections and archives.
- Managing and monitoring the care and organization of the EHF Collections and Archives.
- Monitor the humidity and temperatures of collection storage to ensure they are within an appropriate range.
- Managing the PastPerfect Database and ongoing cataloguing of the EHF collections

Archives:

- Developing research projects that engage members and the public with the Archives.
- Organizing, cataloguing, labeling, photographing, scanning and safely storing documents, photographs, and books in Ephraim Historical Foundation's collections, both those currently on display and in storage.
- Promote and provide access to the collections through technology and related services for the collections, work closely with staff librarians, curators, and archivists to research and document collections.
- Support the physical management, care, and preservation of the collections.

Research Library:

- Staff library during open hours to help visitors and members with research.
- Coordinate year-round hours/programming with Educator.
- Train volunteers to also staff library and archive.
- Maintain Library organization and cleaning.

Re-establish and develop new on-going research and documentation projects:

- Roots of Our Village Genealogical Project
- Oral Histories

Exhibitions

- Research and develop ideas for exhibitions and programs that meet EHF's mission, community engagement and business goals, and leverage the collections.
- Provide content expertise as part of a core team that leads the collaborative development and implementation of exhibition projects.
- Work within a cross-functional team to oversee the care, upkeep, and refreshment of core gallery experiences.
- Collaborate with Guest Engagement Division staff to develop plans for exhibition-related programming, activities, and evaluation.
- Create rotating exhibits, particularly in the Anderson Barn.
- Research and develop exhibit content, coordinate installation, and provide content for any advertising related to new exhibits.
- With Assistant Director, clean and set up/close museums at the beginning and end of the season.
- Monitoring the interpretations of the EHF buildings.
- With the Archives Committee, conduct regular reviews of permanent exhibits and update as needed.

Presentation/Interpretations

- Develop EHF presence in publications, such as The Pulse, The Advocate, and regional periodicals (e.g. write a history column for The Pulse, etc.)
- Developing the academic/scholarly direction of the EHF and adhering to the EHF Curatorial Plan.
- Coordinating with the Archives Committee in regards to collections/archives policies, accessions/deaccessions, loans (in coming and out-going), temporary custody, research projects, and exhibitions.
- Work with Executive Director to expand outreach by communicating the contents and importance of these collections and the professional museum standards of the EHF to the EHF membership and the community.
- Provide archival/collection materials and information for fundraising, marketing, and membership needs.

Publications:

- Review and develop formal EHF publications (with the Publications Committee)
- Create publications related to current exhibits, where applicable.
- Develop EHF presence in publications, such as The Pulse, The Advocate, and regional periodicals (i.e. write a history column for The Pulse, etc.)

Fundraising:

- Assist, as needed, in the annual Summer Social Benefit
- Grant writing as needed
- **Assist, as needed, in Programs and Events**

Knowledge, Skills & Abilities Necessary:

- Knowledge of United States and Wisconsin history
- Ability to understand, communicate with, and effectively interact with people
- Knowledge of principles and best practices of the care and maintenance of historical collections
- Demonstrated ability to build partnerships and work with individuals and community-based organizations.
- Broad knowledge of current trends in curatorship, exhibition development and community engagement
- Understanding of museum ethics and standards for collections management
- Exceptional communication skills and experience with the public, donor groups, press, external and internal stakeholders
- Proficient with word processing, spreadsheets, and databases; advanced proficiency in collections management software, preferably PastPerfect
- Excellent verbal, presentation, and written communication skills are required
- Ability to assist in planning production schedule and proven record in adhering to project schedules and budgets

Education & Experience Requirements:

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- Demonstrated experience with collections research, development and documentation associated with museum objects
- Three years of demonstrated experience developing exhibitions with broad community relevance and appeal
- Proficient in artifact handling with the dexterity to handle fragile artifacts safely; ability to lift up to 40 lbs.
- Proven record as a forward-thinking leader with a strong network of colleagues and associates in relevant fields with an interest in the best practices of twenty-first century collection based organizations.
- A thorough understanding of how a unified collection operation of libraries, archives, and artifact functions.
- Strong public speaking skills with ability to speak/present to many different types of groups of various audience sizes.
- Knowledge of and ability to implement the principles and practices of program planning and project management.
- Knowledge and skills in strategic and tactical planning and implementation.
- Knowledge of and ability to prepare effective proposals for grant funding and for gifts, endowments and bequests. Ability to prepare clear, concise and complete analyses, reports and supporting documentation.

Please submit electronically a cover letter addressing qualifications for this position, a resume, and five professional references (references will not be contacted without prior permission).

Contact Kelly Klobucher, Executive Director
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