

POSITION DESCRIPTION

Job Title: Director of Interpretation and Adult Programming: Curator of Exhibits	Date: March 5, 2007; updated 6/15/2007
Department:	FLSA Status:
Grade/Salary Range:	Emp Grp:
Supervisor: CEO	Approved By: CEO

Reporting Relationships: Reports to the CCHS' Director/CEO

General Responsibilities:

Responsible for leading and coordinating the Museum's interpretive services including permanent and temporary exhibitions, adult education and public programs. This includes the development and execution of an active program of temporary and special exhibitions that serve the Museum's present audience while building audiences for the future. In addition, she/he is responsible for managing and coordinating the maintenance and improvement of the Museum's gallery installations, such as the Decorative Arts Alcoves. She/he will have direct access to museum collections and collection information, following care, handling, and object-tracking protocols established in the Collections Policies and Procedures.

The Director of Interpretation participates on the Education and Program Committee of the Board of Trustees.

He/she will interface with the work of the Director of Development to establish publicity and marketing, both written and WEB for the purpose of coordinating information to the constituents and community at large.

Specific Duties and Responsibilities for Director of Interpretation and Adult Programming:

- Manages the Museum's interpretive services as a whole in which the various departments and functions interrelate and support each other in providing for a single overriding end: a superb experience for the Museum's visitors.
- CCHS liaison with other institutions to develop partnerships with them and to research solutions for shared challenges.
- Participates in developing, scheduling, and implementing a publications program/catalog, brochure, magazine, and articles.
- Seeks to infuse the museum's interpretive programs with current and advanced methodologies and techniques.
- Establishes and maintains close and collaborative working arrangements with the several departments of CCHS.
- Provides general leadership for museum's education programming with the particular duty of ensuring an appropriate tie between the exhibition interpretation and education aspects of the visitor experience when visiting the museum.

- Works to promote a “seamless” relationship with the Museum’s Curatorial staff and the collections it manages.
- Participates on Collection Committee for accessions and deaccession and collections policies and exhibitions.
- Fulfills administrative duties in regards to personnel supervision, volunteer supervision, budgets, planning and reporting.
- Works with development staff to help disseminate word of the museum’s offerings and value.
- Accountable to the CEO and Board Collection Committee.
- Accountable for timely and professional completion of projects.
- Accountable for revenues and expenses of department and projects.
- Active participation in professional organizations and related activities.
- Other duties and related activities as required.

Specific Duties and Responsibilities for Curator of Exhibits:

- Curates the installation of collections’ objects (including those from the library, photo archives and Chester County archives in the galleries and all public spaces.)
- Develops a three to five year schedule of temporary exhibitions in conjunction with the Board of Trustees Collections Committee (shows to include exhibitions developed in house by staff for guest curators, and loan shows.)
- Has editorial control of exhibition checklists, label copy, design. Publicity to be approved and coordinated by the Director of Development.
- Develops, oversees, and schedules CCHS-developed loan shows.
- Develops, schedules, and implements re-design, maintenance, conservation, and improvements to museum’s permanent installations.
- Assembles, leads, and administers the human resources and specialty skills required to conceive, research, plan, design, fabricate, install, evaluate, maintain and de-install special exhibitions, both in house and loaned.
- Assist in leading successful and sustained Museum accreditation process.
- Accountable to the CEO and Board Collections Committee
- Accountable for timely and professional completion of projects.
- Accountable for revenues and expenses of department and projects.
- Active participation in professional organizations and related activities.
- Is responsible for objects and documents with care and conversant with appropriate moving and handling standards.
- Other duties and related activities as required.

General Qualifications:

- Masters Degree in a subject and/or program directly related to interpretation in the modern museum to include education or museum studies.
- Minimum of five years of varied responsibilities in one or more areas included in the responsibilities of this position.
- Creativity and imagination in program planning and development.
- Leadership skills and experience.
- Supervisory skills pertaining to people, budgets, and programming.

- Experience in the methods of evaluating museum programming.
- Marketing and fundraising.
- Excellent verbal and written communication skills.
- Familiarity with professional standards.
- Must have skills necessary to function as a member of the archives, museum, education, and development management and staff project teams.
- Must have previous experience in developing and constructing exhibits.

Work Schedule:

This is a full time exempt position. This position will require out of hours, evening and weekend work as needed.

Special Requirements:

- Must be able to lift 35lbs.
- Dress: Business casual daily; business will be required for some specific events.
- Must have a valid drivers license and ability to drive CCHS van for collection related activities.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.