Now Hiring **Museum Curator**

Latah County Historical Society (LCHS), Moscow, Idaho, is seeking qualified applicants to fill its position of Museum Curator. The Museum Curator is jointly employed by LCHS (a 501(c)3 nonprofit organization) and Latah County. A Bachelor’s degree in a relevant field is required; an advanced degree, work experience in museums, and a background in museum studies are desirable.

This highly visible position plays a key role in every aspect of our work, which is focused on providing benefit to Latah County’s citizens and communities. The Museum Curator works with other staff, a strong volunteer corps, partner organizations, active committees, and our Board of Directors to develop educational programs that include exhibits, tours, and publications; organizes and coordinates the registration and care of object, library, and archival collections; works cooperatively on membership, fundraising, and community events; and coordinates the preservation and conservation of the McConnell Mansion, a National Register property that serves as a museum and community resource. As LCHS transitions traditional research tools and catalogues to digital formats, prior experience with and/or an eagerness to learn tools such as PastPerfect, Google Arts & Culture, social media channels is essential. (See a complete job description below.)

This professional, full-time, salaried position is jointly funded by LCHS and Latah County. The total annual salary will begin at $42,000, dependent upon experience. Benefits include partially-subsidized group medical, dental and vision insurance through Latah County, plus participation in PERSI, the Idaho public employee pension plan. Vacation and sick leave are also provided by Latah County. LCHS provides an employer-funded 403b retirement plan.

Please refer questions to Dulce Kersting-Lark, Executive Director, at dkersting@latah.id.us, or reach her at (208) 882-1004.

To apply, please submit the following items either electronically to dkersting@latah.id.us or by mail to Latah County Historical Society, attn: Dulce Kersting-Lark, 327 E. Second Street, Moscow, ID 83843.

- Latah County’s Employment Application, found at [https://www.latah.id.us/employment/](https://www.latah.id.us/employment/)
- Cover letter and resume
- Two references (Name, contact information, relation to applicant)

Applications will be accepted until the position is filled; first preference will be given to those received by March 8th.
LATAH COUNTY
JOB DESCRIPTION

Job Title: Museum Curator
Department: Museum
Date Last Revised: March 2017
Reports to: Museum Executive Director

Job Summary
Museum Curator at the Latah County Historical Society. The Curator is responsible for carrying out the daily activities of the Museum, meaning both the historic McConnell Mansion and the Society’s archives; cataloging, preservation, and storage of collections and archives; training and supervising volunteers; and attending to the general maintenance of the two facilities. The Curator works with the Executive Director to facilitate goal-oriented work, including designing and installing exhibits, planning and implementing educational programs, and assisting the public that utilizes the Society’s archival resources. The Curator is a shared employee reporting to both Latah County (“County”) and the Latah County Historical Society (“LCHS,” a nonprofit organization). For purposes of determining proper compensation and benefits, this job is treated as a ¾ time position, 30 hours per week, for County and ¼ time position, 10 hours per week, for LCHS.

Duties and Responsibilities

Fiscal Responsibilities
- Adhere to a budget designed and adopted by the Exec. Director and the Board of Directors.
- Encourage investment in the organization through individual membership and business sponsorships, as well as identify grants prudent to the Curator’s duties and work with Director to apply for such funds.

Organizational Responsibilities
- Act as the primary steward of the Museum collections; uphold professional standards of care to ensure the preservation of artifacts.
- Curate and grow the archive’s digital holdings, including creating digital forms of current records and accessioning born-digital records. Make those records available to a wide audience.
- Assist museum visitors and researchers in person, via phone or email, and coordinate the fulfillment of research requests. Overall, provide a positive experience.
- Work towards the advancement of goals which further the mission of LCHS, including educational programs offered on-site, in the county, and online.
- Work with Exec. Director to develop, design, install and evaluate interpretive exhibits at the McConnell Mansion and other locations.
- Work with Exec. Director to develop, maintain, and implement landscaping plan for the McConnell Mansion including but not limited to lawn maintenance, tree maintenance, and weed management.
- Plan, manage and implement all short-term building maintenance, under the supervision of the Exec. Director. Conduct maintenance activities as needed and in consultation with County’s maintenance department.
• Ensure that the McConnell Mansion is safe, adequately lit, and secure.
• In the absence of the Exec. Director, make presentations on behalf of LCHS to requesting parties, such as community groups or schools.
• Be a positive ambassador in the community for LCHS and the County.

Personnel Responsibilities
• Manage the volunteer program, including college interns.
• Ensure volunteers are complying with all policies and procedures.
• Develop volunteers by creating job descriptions, encouraging training opportunities, and addressing areas of concern.
• Serve as a public advocate for preserving and interpreting local history.
• Manage special projects with service groups.
• Attend relevant trainings and workshops as scheduled and provided by the County. Attend relevant conferences, seminars and workshops.
• Attend Latah County Historical Society Board of Directors meetings to provide a monthly report and address questions.
• Attend and assist with LCHS events, from organization through implementation. Events may require time outside of normal business hours.

Qualifications
• Bachelor’s degree in History, Museum Studies, Administration, or related field. An advanced degree is preferred.
• Two (2) or more years of experience working with archival materials.
• Experience in designing and installing interpretive historical exhibits.
• Experience working as part of a team.
• Experience providing excellent customer service care.
• Possession of excellent verbal, writing, and organizational skills.
• Computer skills, specifically related to the museum’s cataloging software.
• Ability to work independently with minimal supervision.
• Ability to climb stairs, stand or walk for extended periods of time, and lift and carry as much as 50 pounds.

Typical Physical Requirements
• Standing, walking, climbing, balancing, grasping, kneeling, crouching, reaching, and pulling.
• Bending, stretching, lifting regularly through the day (approximately 50 pounds).