

Berrien County Historical Association, Inc.
Curator

Position Description

The Curator, who reports to the Executive Director administers all aspects of the Association's collections as well as serving as the key staff member in envisioning, developing and implementing exhibits and programs for the Association.

Responsibilities:

1. Manages all museum collections including acquisitions, registration, organization, storage, conservation, preservation and deaccession following industry standards set by the American Alliance of Museums or a similar entity and as set forth in the Association's collections' policy.
2. Develops, monitors, upgrades and modifies the Association's collections' policy and provides training to other staff and volunteers on that policy and Past Perfect.
3. Assists in identifying programs (both on and off site) and, thereafter secures individuals to present such programs in line with the strategic plan created by the Board.
4. Researches and writes articles, gives lectures and provides public programs related to the collection and interpretation of Berrien County history.
5. Investigates, develops and organizes tours of and/or presentations at local historic sites (e.g. historic downtowns, homes of historical significance, cemeteries, etc.).
6. Responsible for exhibition production including planning, research, design, writing and construction. Recruits volunteers for exhibition construction and supervises staff and volunteers in the design and construction of those exhibits.
7. Facilitates access to the Association's collections as needed for museum programs, exhibitions and requests by the public concerning historic research activities.
8. Manages the recruiting, training, mentoring and coordinating of volunteers to lead guided tours of the museum site and for other activities associated with the Association's events both on-site and off-site..

9. In line with the Association's Strategic Plan, interface with local schools and community groups to promote and expand the reach of the Association's efforts in communicating the relevance of history to the present and subsequent generations.
10. Assist the Association and County government to create and implement a capital improvement plan to maintain and restore the historic buildings within the site and to include the History Center at Courthouse Square as the cornerstone the Village of Berrien Springs' planned Historical District.
11. Assist the Executive Director as requested to develop and execute a Marketing & Communication Plan to inform the public of the activities (exhibits, programs, reenactments, etc.) available through the Association's efforts.
12. Work collaboratively with local history centers, libraries and others in Berrien County to advance the public's understanding and support of the preservation and interpretation of Berrien County history.
13. Facilitate a phased tactical implementation of the Association's Strategic Plan through engagement with the Board and Association membership.
14. As directed by the Executive Director, investigate and pursue any other endeavors that advance the mission of the Association to preserve, promote and interpret the history of Berrien County.