

## Qualifications for Berrien County Historical Association Curator:

### REQUIRED:

1. A Bachelor's degree in history, museum studies or a related field
2. One to two years' experience in museum collection management.
3. Ability to use standard office equipment including Microsoft Office, PastPerfect and various web-based social media.
4. Must be able to lift and carry objects and materials up to 40 lbs. Able to maneuver stairs without difficulty. Must be able to work in confined spaces and on ladders. Must have sufficient visual and hearing capabilities to respond to public needs and for detail work

### PREFERRED:

5. Willing to be on-call in emergencies and to work weekends as required.
6. Record of leadership experience with evidence of continuous professional development/advancement.
7. Demonstrated ability to establish and courteously maintain effective working relationships with the public, employees, volunteers, Association members and other institutions.
8. Able to work independently to organize, develop, plan and produce projects and programs.
9. Ability to interpret history and communicate that knowledge in a variety of written and oral formats to various audiences from children to senior citizens.
10. Knowledge of techniques for selection, evaluation, preservation and exhibition of historic objects, photographs, documents and related materials.
11. Working knowledge of legal and ethical issues of collections management, modern museum registration techniques and policies as well as copyright law.
12. Skills in compiling data and reports, creating files and evaluating institutional operations.

Salary: \$32,500 annually