

CURATORIAL ASSISTANT, BALTIMORE MUSEUM OF INDUSTRY

The Baltimore Museum of Industry seeks a Curatorial Assistant to support the museum's collections management and exhibition activities.

Reporting to the Director of Collections, the Curatorial Assistant provides general support for a variety of curatorial and administrative activities, including responding to gift offers, processing recent acquisitions, handling, moving, condition reporting, and tagging original objects, and confirming that objects are housed according to museum best practices. The Curatorial Assistant supports the Director of Collections in managing the museum's busy exhibition schedule, maintaining exhibition calendars, checklists, image files, and lender correspondence, scheduling meetings, and attending to other exhibition details. Administrative duties include preparing agendas and taking minutes for committee meetings, and maintaining accurate paper records and electronic records in the museum's collections management database. Supervisory duties include managing the department volunteers and intern. This is a part-time (20 hour/week) position.

The BMI recently completed a three-year strategic plan, which envisions significant growth in our exhibition and collecting programs ; the Curatorial Assistant has the opportunity to help shape the museum's future as we prepare for engaging exhibitions, build our collections, and increase public access to them. The BMI's unique collection draws attention both regionally and internationally.

RESPONSIBILITIES:

Curatorial

- Maintain accurate records pertaining to the collection using a computerized collections management system (PastPerfect);
- Help respond to inquiries from scholars and other researchers, providing information or referrals about the collection as requested;
- Conduct research on the permanent collection and new acquisitions working with potential donors and performing research to determine eligibility for consideration for the collection.
- Track rotation of original materials in the museum's galleries.

Exhibition Coordination

- Support the development of new exhibitions by researching and verifying information, tracking materials, corresponding with lenders, artists, and donors, and generating exhibition copy;
- Maintain exhibition project calendars, coordinating with BMI staff and contractors and communicating regularly with them;
- Maintain accurate exhibition checklists and image files;
- Coordinate the safe retrieval and return to storage of collection objects; assist in the setting up and/or assembly of displays of original materials.

Registrarial

- Process recent acquisitions, working with interns and volunteers as necessary to mark, tag, and pack materials, enter information accurately into database, maintain all tracking information, and file permanent records;

- Create and/or enhance accurate paper records as well as electronic records in museum's collections management database;
- Address deficiencies in permanent collection records, updating database for eventual collections inventory;
- Assist with long term loans incoming and outgoing;
- Monthly push of data to our online platform;
- Monitor, track and record temperature and humidity devices (HOBOS);
- Assist with photo documentation of exhibitions, objects, photographs, etc;
- Record summary condition reports as needed.

Object Handling

- Inventory and document the location of objects in storage;
- Safely handle and move objects in galleries and in storage;
- Confirm that objects are cared for and housed according to museum best practices, consolidating and packing as necessary;
- Accurately label and/or tag objects and locations as needed.

Administrative Duties

- Assist with preparation of agendas for Collections Committee meetings;
- Track and provide statistics for monthly board report;
- Assist in departmental topics and subject matter for media posts;
- Work collaboratively with other departments and events;
- Monitor and order supplies for collections care;
- Maintain organization of processing area;
- Assist with annual budget preparation;
- Other duties as assigned.

QUALIFICATIONS:

- Comfortable working in a fast paced environment, and willing to embrace the unexpected.
- Strong attention to detail, high level of accuracy, and strong problem solving and organizational skills, with neat, legible handwriting.
- Excellent managerial skills possessing the ability to work effectively with staff, volunteers, students, consultants, contractors, and the public.
- Skilled at establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines.
- Strong oral and written communication skills and confidence in public speaking.
- Ability to work independently as well as cooperatively with a small team.
- Possessing a flexible/versatile approach to ensuring every project's success.
- Passionate about history.
- Undergraduate degree in American history, museum studies, public history, material culture, anthropology, and/or related field required; graduate degree preferred.
- 2+ years' experience in exhibit and collections development either at a similar organization or through independent practice.
- 2+ years' experience in collections management either at a similar organization or through independent practice.

- Computer skills including proficiency in Microsoft Office and Adobe Creative Suite; experience with PastPerfect software; experience with climate control systems and monitoring;
- Must have transportation.

Physical Requirements

This job requires the ability to be on your feet a good part of the day; sit for extended periods to conduct research and data entry; lift and move up to 35 pounds occasionally; be physically limber using hands for simple grasping, pushing or pulling; squat, bend, kneel, climb, reach overhead, lift overhead, and kneel; work at heights, with full range of body motions and physical agility, and ability to maintain balance; comfortable with using hand tools, power tools, moving equipment, and pallet jack.

Salary commensurate with experience.

To apply, please send cover letter, resume, and names of three references to humanresources@thebmi.org noting Curatorial Assistant and your last name in the subject line.

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification