

Hancock Historical Museum

Curator Job Description

The Curator is responsible for developing engaging exhibitions and interpretive experiences that connect the museum's collections to the community. The Curator researches historical topics, develops exhibit concepts, writes interpretive content, manages temporary and permanent exhibitions, and works collaboratively with the Archives & Collections Manager to ensure artifacts are properly selected, handled, and interpreted.

The Curator serves as the museum's lead storyteller, translating historical research into meaningful experiences for visitors of all ages.

The Curator is a part-time position that reports to the Executive Director.

Job Duties:

Exhibitions

- Develop, research, design, and implement permanent and temporary exhibitions.
- Prepare exhibit schedules and project timelines.
- Select artifacts for exhibition in collaboration with the Archives & Collections Manager.
- Write exhibit labels, interpretive panels, and educational materials.
- Coordinate exhibit installation and deinstallation.

Research & Interpretation

- Conduct historical research to support exhibitions and programs.
- Develop interpretive themes that align with the museum's mission.
- Assist with publications, newsletters, and museum content.
- Respond to historical research inquiries as assigned.

Collections Development

- Recommend acquisitions that support the museum's collections policy.
- Participate in evaluating potential donations.
- Assist with deaccession recommendations.
- Serve on collections-related committees as assigned.

Public Engagement

- Collaborate on educational programming and public events.
- Present lectures and tours when appropriate.
- Work with volunteers assisting with exhibits and research.
- Assist with grant applications related to exhibitions and interpretation.

Collaboration

- Meet regularly with the Archives & Collections Manager to coordinate exhibit planning, artifact selection, loans, and conservation needs.
- Work closely with the Executive Director to support the museum's strategic goals.
- Collaborate with Education & Volunteer Director to create educational materials
- Work with Marketing Coordinator to publish digital historical content

- Collaborate with Maintenance Coordinator to construct exhibits

Qualifications and Skills

- Bachelor's degree in History, Public History, Museum Studies, or a related field required; master's degree preferred.
- Museum experience preferred. (CatalogueIt experience is a plus)
- Excellent research and writing skills.
- Experience developing exhibits and interpretive materials.
- Graphic design (Canva)
- Strong organizational and project management abilities.
- Ability to work independently and collaboratively.
- Familiarity with museum best practices and ethics.

Physical Requirements

- Ability to lift up to 30 pounds.
- Ability to stand, bend, climb ladders, and assist with exhibit installation.
- Ability to safely handle museum artifacts.

Shared Responsibilities

The Curator works collaboratively with the Archives & Collections Manager on:

- Artifact selection for exhibitions
- Incoming donations
- Exhibit projects
- Institutional planning
- Museum policies related to collections

About the Hancock Historical Museum

The Hancock Historical Museum is a 501(c)(3) nonprofit organization dedicated to preserving and sharing the rich heritage of Hancock County. Through exhibits, educational programming, and community events, the museum inspires appreciation for local history and fosters meaningful connections across generations.

How to Apply

Interested candidates should submit:

- A resume
- A brief cover letter in ones own words describing interest and relevant experience.

Send materials to:

Abigail Inbody - ainbody@hancockhistoricalmuseum.org

Executive Director