

## **Call for Applications: Volunteer Curator**

The **Nye Museum** is a professionally staffed non-profit organization that preserves and promotes three historic landmarks: a 1678 colonial farmhouse, 1858 mill museum, and 1889 Grange Hall & Welcome Center. We are currently seeking a **Volunteer Curator** for our colonial house museum who will ensure the authenticity and attractiveness of our displays. This is a part-time, volunteer position that requires the ability to conduct historical research, knowledge of antiques, and the ability to work collaboratively with a curation committee. We offer a dynamic work environment with dedicated staff and a board that fully supports the museum's mission to cultivate public understanding of this property's historical significance.

### **Duties and Responsibilities:**

- Primary point of contact for all curation-related matters from potential donations to creating new displays and exhibits
- Monitor the condition of the physical artifacts within the museum's collections.
- Maintain policies and procedures relating to accessions and inventory.
- Trains tour guides, interns, and volunteers to interpret and responsibly handle artifacts on display.
- Determine the method of disposition of surplus materials to control collection content and size and to enhance revenue.
- Assists museum staff, volunteers, and the general public in accessing and interpreting the contents of the collection.
- Represent Museum in a professional manner when interacting with the public, whether on site or off.

### **Education and Experience:**

Bachelor's degree in History, Museum Studies, Library Science, or field experience related to antiques, museums, or historic properties and/or parks.

### **Knowledge and Skills:**

- Knowledge and understanding of accessioning and deaccessioning of artifacts.
- Background knowledge and appreciation of early New England history.
- Knowledge of historical research methodology, principles, and procedures.
- Skills in creating new exhibits and improving the design of existing ones
- Strong interpersonal skills and ability to deal effectively in a team environment.

- Thorough knowledge of professional and ethical museum standards.
- Ability to communicate effectively.
- Extensive knowledge of acquisition processes to obtain new artifacts.

This part-time position is open until filled by the appropriate candidate. Serious candidates should submit a **cover letter and resume** to David Shorten, Executive Director, at [dave@nyemuseum.org](mailto:dave@nyemuseum.org).

**Physical Requirements:**

- Job requires ability to navigate stairs, some lifting, and walking the grounds.

Job Type: Part-time (5-10 hours per week)

Salary: Volunteer

Education:

- Bachelor's (Preferred)

Location:

- East Sandwich, MA 02537

Schedule:

- Flexible