



## MUSEUM OF EARLY TRADES & CRAFTS

### **CURATOR OF COLLECTIONS & EXHIBITS**

**Museum of Early Trades & Crafts**

**Madison, NJ**

The Museum of Early Trades & Crafts (METC) is a New Jersey history museum housed within the historic James Library Building. METC utilizes its collection of historic objects and archival material to communicate the dynamic stories of the lives and livelihoods of New Jerseyans in the 18th and 19th centuries. The collection of over 8,900 artifacts and historic records reflects the home, shop, and farm trades during the time period. METC opened to the public in 1970 with the core of its remarkable collection as those items collected by Edgar and Agnes Land. Over the past 50 years, METC has added to its collection through donations and purchases. METC houses its collection at the main museum building (the James Library Building), the Education Annex, and an offsite location.

The Curator of Collections & Exhibits is a museum professional with experience in collections management, curation and developing artifact-based educational exhibits.

Reporting to the museum's executive director, the curator of collection's primary responsibilities are:

- (1) manage and maintain the museum's permanent collection which includes approximately 8,900 objects, archival material, and the research library holdings.
- (2) interpret and make the collection and its intellectual content available to visitors through curated Main Gallery exhibits (changing every 6-9 months) and Annex Window exhibits.
- (3) manage the museum's collections database (PastPerfect);
- (4) participate on the museum's disaster preparedness and recovery team.
- (5) assist with any exhibit-related programs and publications.
- (6) Participate in scheduled meetings as part of the museum's Collections Committee with the Board of Trustees.

Additional responsibilities include contributing to grant writing, supervision of interns and volunteers, managing departmental budgets.

A major focus will be managing a portion of a capital project as it relates to the collection for a new Viewable Storage Facility. The museum is in the midst of re-organizing the collection and has conducted a feasibility study to determine future plans which include moving the entire collection off site and creating a new, modern collection storage environment. The museum is embarking on its first comprehensive collections inventory and assessment in preparation for the creation of a new state-of-the-art viewable storage facility and the eventual digitization of the Permanent Collection. This new facility, located on site in the museum, will house METC's Permanent Collection of approximately 8,900 artifacts and archival materials into one space with a controlled environment. This initiative came out of a 2018 strategic plan and presents an exciting opportunity for an individual with career interests as a collections management professional to work in partnership with architects and contractors. This project that will have a far-reaching impact on the museum and the museum's permanent collection for years to come.

### **Requirements**

- A graduate degree with a concentration in Museum Studies, American Studies, American History, or comparable field.
- Excellent knowledge of current curatorial standards and proven track record in creation of exhibits.
- Demonstrated knowledge of collections management standards and experience in completing and leading inventories
- A minimum of three to five years of curatorial and collections management in a museum or other collecting institution with a public audience
- Demonstrated ability to establish and maintain effective working relationships with diverse community groups, colleagues, researchers, and partner organizations.
- Some grant writing experience.
- Ability be able to move heavy objects weighing up to 50 pounds and climb stairs.
- A valid driver's license.

**Salary Range**

\$43-45,000 year based on employment history and experience, plus benefits package. METC is an at will employer. This position is not a contract hire and there is no relocation compensation.

**How to Apply:**

Interested candidates may apply by sending a cover letter, resume, qualifications and references to: [info@metc.org](mailto:info@metc.org) with "Curator of Collections & Exhibits" in the subject field. Only qualified candidates will be considered. The position is available beginning November 29, 2021.

**Equal Opportunity Employer**

The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, religion, national origin, disability, sexual orientation, or any other reason.