

Job Description

The American Swedish Historical Museum seeks a self-motivated, creative individual to manage all aspects of the museum's collections and exhibitions program. ASHM's Curator is part of a small (6 full-time, 6 part-time) and passionate staff team that works closely with our community to create a dynamic place to explore cultural identity through the Scandinavian-American experience. We are looking for an individual who is inspired by our mission and can think strategically about the role of collections and exhibitions in achieving it.

Responsibilities

- Contribute towards developing and implementing the museum's centennial campaign and celebration
- Propose, plan, and implement the museum's exhibitions (approximately 2 temporary exhibitions per year).
- Administer all aspects of collections management, including appropriate object and document storage, supervising conservation, and carrying out basic collections care. The museum's collections include the museum building, interiors, objects, and archives.
- Document and arrange for transportation and insurance of out-going and in-coming loans
- Screen all potential donations to the collection and make recommendations for accessioning and deaccessioning
- Answer research inquiries
- Manage the museum's library, adding books and keeping the database up-to-date
- Manage the museum's archives
- Stewards relationships with members and potential donors as well as other museums
- Give group tours for adults as well as regular lectures and presentations
- Co-chair the New Sweden History Program in collaboration with other partner organizations
- Create content for digital interpretation via YouTube, website, and social media
- Supervise collection and exhibition interns and volunteers
- Work collaboratively with the entire staff team on programs, events, and marketing initiatives
- Work with Museum Committee to develop a 2-3 year exhibition schedule and make accessioning/deaccessioning decisions

Required Qualifications

- Master's degree in Public or Applied history; Art; Material Culture; Museum Studies or related field. Bachelor's Degree accepted with 4+ years of curatorial experience.
- Strong research, writing, and editing skills
- Ability to organize, present, and communicate information effectively both verbally and visually
- Enjoys working with a wide range of people daily. Ability to appropriately lead while also working as part of a team.
- Computer proficiency with Microsoft Office suite and collections management software
- Attention to detail and ability to manage multiple projects
- Must be able to lift 50 lbs. and be able to use hand and power tools.

Preferred Qualifications:

- Familiarity with Swedish history, culture, and language; Scandinavian cultures and history; 19th-century American immigration history is preferred.
- Experience with Past Perfect Collections database
- Experience designing museum exhibitions
- Training and Hands-on experience with collections management
- Driver's License

Work Schedule and Compensation

This position is full-time, Monday through Friday 8:30 a.m. to 4:00 p.m. with a half-hour unpaid lunch. Some evening and weekend work will be required for special events which may be eligible for comp time as outlined in the employee handbook.

The position is primarily in-person at the museum with the potential for some work-from-home days as needed depending on organizational needs and staffing schedule.

Salary Range:

\$50,000-54,000 dependent on qualifications and years of experience. We offer medical and dental insurance and a 403b plan.

About the Museum

Founded in 1926, the American Swedish Historical Museum in South Philadelphia is the oldest Swedish museum in the United States. The American Swedish Historical Museum welcomes all people to explore cultural identity through the story of Scandinavians. The Museum offers a vibrant community dedicated to preserving and interpreting culture through celebrations and exhibitions while providing opportunities to learn, experience, and grow.

The American Swedish Historical Museum is an equal opportunity employer. ASHM affirms its commitment and pledges its full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability. The ASHM is committed to inclusivity and encourages qualified candidates from all cultures and communities to apply.

To apply for this position, please submit a cover letter, resume, and writing sample (exhibition labels preferred) to jobs@americanswedish.org with the subject “ASHM Curator 2024”. No phone calls, please. The deadline for submission is June 21, 2024