

## **Curator of Collections, Mount Desert Island Historical Society**

**Date: March 7, 2017**

Reports to: Executive Director

Position Status: Part time, approximately 20 hours per week

Start Date: To be determined

Salary: To be determined

Non-Exempt

### **Background:**

The Mount Desert Island Historical Society is a non-profit organization founded in 1931 with a mission to foster meaningful engagement with the histories of Mount Desert Island. The collection includes more than 10,000 photographs and archival materials as well as over 1,000 objects and several hundred books. Among the highlights are W.H. Ballard photographs and negatives; architectural drawings and papers by noted architects Fred L. Savage and Robert W. Patterson; logs, journals, and photographs relating to the Champlain Society; maps and nautical charts; and papers, objects, and photographs by and about early Mount Desert Island families. There are two campuses: one in the village of Somesville that includes two small museums, and the other, which houses the collections and administrative offices in an old one-room schoolhouse in the village of Sound. More information about the Society is available at [www.mdihistory.org](http://www.mdihistory.org)

### **Position Description:**

The curator will:

1. Manage the Society's physical and digital collections, assist in the creation of exhibits, and manage the accessibility of online materials.
2. Support the development of the History Trust, a collaborative effort among the island's collecting organizations to preserve, digitize, and engage the community in the value of the collective archives.
3. Catalog, archive, and preserve the collection
4. Provide leadership and support to collections volunteers
5. Provide staff support to the Collections Committee, carry out collections policy, and make recommendations to the Collections Committee for acquisition, de-accession and collections policy updates
6. Manage and document receipt of new materials
7. Engage the public with the collections and resources of the Society
8. Continue the digitization of the collection. Work to further the Society's goals to make the collection freely and easily accessible on the internet via [www.mdihistory.org](http://www.mdihistory.org), social media, and other sites.
9. Respond to research inquiries
10. Research objects in the collection
11. Support efforts to record and engage the communities in oral histories

### **Qualifications**

The successful candidate will be detail-oriented, creative, able to work independently and as part of a team, manage time efficiently and work on multiple projects at the same time, understand the value of island-wide collaboration, feel strongly that history is a common resource that should be freely shared.

### **Educational Requirements:**

Undergraduate degree in Museum Studies or related field or equivalent experience is required. A graduate degree is preferred.

### **Experience:**

Substantial experience in collections or archival care in a museum or library setting is required. Experience in

cataloging and with collection databases (such as Past Perfect), and skills with common office software and social media applications are required. Demonstrated leadership skills and ability to work as part of a team are attributes that are highly valued.

***To apply for the position, send an email, with cover letter and resume attached, to Tim Garrity, Executive Director, Mount Desert Island Historical Society at [tim.garrity@mdihistory.org](mailto:tim.garrity@mdihistory.org).***