



## **Collections Manager and Curator**

Part Time, up to 14 hours per week

Up to \$18/hour, based on qualifications

The American Independence Museum seeks a dynamic and energetic Collections Manager and Curator to work at its Ladd-Gilman House and Folsom Tavern in Exeter, New Hampshire. Reporting to the Executive Director, the Collections Manager and Curator will oversee the curation, research and presentation of the Museum's 3,000+ object collection and the stewardship of its historic buildings and grounds. Working with a small part-time staff and dedicated team of volunteers, the successful applicant will help guide the museum through its interpretive planning process and assist with preventative maintenance and large-scale preservation work on the historic buildings.

Responsibilities are divided into three main focus areas:

### ***Preserve: Caring For Our Collections***

- Oversee all collections care, building maintenance and preservation, and exhibitions
- Manage the museum's collections management database, PastPerfect
- Act as collections manager for all museum objects to ensure proper care, storage, preservation, conservation and presentation of all objects
- Act as building manager to oversee all preservation, conservation and maintenance work of Ladd-Gilman House, attached caretaker's cottage and Folsom Tavern
- Handle all rights and reproduction requests, incoming and outgoing loans, all gifts to collection and all paperwork related to collections.
- Serve as project manager and point of contact for any contractors working at historic buildings
- Support the Executive Director in all aspects of fundraising for the collections care, including research for grant writing

### ***Educate: Telling Our Story***

- Continue Exhibits Visioning work to reinterpret all public spaces in both historic buildings
- Research, write and install all object labels and exhibition panels
- Develop and install one seasonal exhibition each year, based on the museum's annual theme
- Create a consistent and historically accurate educational experience for all who visit the Museum through guided and self-guided tours
- Maintain and update volunteer tour guide training manual
- Work with Director of Engagement on annual tour guide training and annual assessments
- Work with Education Manager on content and implementation of exhibition interactives and children/family-focused engagement
- Assist with research as needed for programs and events
- Work with program staff to ensure collections and buildings are secure and protected during large-scale events

### ***Engage: Volunteers & Partnerships***

- Serve as staff point person for the Museum's Facilities and Collections Committee and Exhibits Visioning Committee
- Act as point of contact for collections volunteers, including interns who focus on collections or exhibits research
- Build connections with local, regional and mission-aligned institutions for exhibition loans and programmatic partnerships
- Assist with museum operations and programs, as needed

Candidates must have a Bachelor's degree, with a Master's degree in museum studies, history or a related field preferred. Candidates must have experience in collections management, curatorial or a related field and excellent public presentation skills. PastPerfect knowledge a plus. The successful candidate will be able to work independently, think creatively and strategically, and enjoy working on a small team in a fast-paced environment. Schedule to be decided between candidate and Executive Director, and is based out of the Ladd-Gilman House in Exeter, NH. This position is up to 14 hours a week with some benefits. Potential to increase hours in 2021 pending the success of the museum's growing programs. Some nights and weekends required. Must be able to walk between our two historic buildings, ascend and descend stairs, stand for at least 90 minutes at a time, and lift 10 pounds. We are an equal opportunity employer.

**To apply:**

Submit cover letter, resume and writing sample (1-2 pages) to Emma Stratton, Executive Director, via email at [director@independencemuseum.org](mailto:director@independencemuseum.org). Applications due by February 15. No phone calls please.

**American Independence Museum**

Opened to the public in 1991, the American Independence Museum includes the 1721 Ladd-Gilman House, a National Landmark property, and the Folsom Tavern, built in 1775. Welcoming over 5,000 visitors per year, the museum tells the story of New Hampshire's role in the American Revolution and inspires civic engagement today. The museum operates seasonally from May-November with programs year-round in Folsom Tavern. The museum's permanent collection of documents includes an original Dunlap Broadside of the Declaration of Independence and early drafts of the U.S. Constitution. Learn more at [www.independencemuseum.org](http://www.independencemuseum.org)