



The Herbert H. and Grace A. Dow Foundation in Midland, Michigan seeks a Historian for their Archives, Estate Home, and Dow Gardens

Description:

Grace A. Dow established The Herbert H. and Grace A. Dow Foundation in 1936 in memory of her husband, Herbert H. Dow, who founded The Dow Chemical Company and died in 1930. She was a trustee of the Foundation until her death in 1953. The Foundation operates The Dow Gardens in Midland, Michigan.

The 160 acre Dow Gardens is comprised of an Estate Garden, Exploration Garden, and the Whiting Forest. More than 130,000 guests visit each year. The only home built by Herbert H. and Grace A. Dow (known as “The Pines”) was constructed in 1899 and is the centerpiece of the estate.

Collections and exhibits include: The Herbert H. and Grace A. Dow Estate Home (“The Pines”) and its contents, the Dow Family Archive, and the historical components across the Dow Gardens campus which include outdoor interpretation as well as changing and permanent exhibits at the Visitor Center (currently under development).

Position Summary

The Historian is the primary provider of historical content to be included in the experience of the more than 130,000 guests who visit Dow Gardens each year. It is expected that the Historian will take initiative and create an interactive world-class visitor experience. The Historian is responsible for managing the archival collection as well as the Estate Home, creating and conducting active, lively, and innovative historical programming including historical tours of The Pines and grounds, training of staff and volunteers, reviewing relevant policies and practices, and developing changing and permanent historical museum exhibits. The successful candidate must remain current in museum trends regarding collections, exhibitions, and education including digital issues, virtual reality, and other opportunities. The Historian will report to the Director of Public Affairs of The Herbert H. and Grace A. Dow Foundation and be part of the Dow Gardens Visitor Relations team.

The position is a full-time position with benefits for 36 months.

Specific Duties Include:

Archives: responsible for administration, management, daily operations in accordance with modern museum standards and the policies of The Herbert H. and Grace A. Dow Foundation. Work toward the end goal of making the archives accessible for the entire staff to utilize and integrate archival information across the foundation/garden campus. The successful candidate will efficiently process

archival material in a variety of formats and participate in coordinating metadata creation for the ongoing digitization project.

Education: serve as the Foundation/Gardens Historian, develops and teaches historical programming, provides training for guides/docents, advises and develops programming with the Visitor Relations and Horticulture staff on programs relating to exhibits and collections. Use the collection to support existing and new school programs. Cultivate partnerships with local educational institutions and community organizations.

Collections care: responsible for the oversight of cataloging, maintenance, storage, conservation, and all other issues relating to care of curatorial, archival collections, and historic structures.

Exhibits: will be responsible for oversight of scheduling, planning, design, storyline, artifact and image selection, label and text writing, fabrication and installation of display areas (currently under development).

Community Relations: network and collaborate with other peer institutions and universities.

Management and Administration: supervision of interns and volunteers.

Other: duties and responsibilities as assigned.

Required Qualifications/Education/Experience

- Minimum of a master's degree in a history, cultural museum studies, or a relevant field of study.
- Minimum of two years of experience in interpretation, public programming or education at a museum, historical site, estate garden, or other institution of informal learning.
- Estate Garden knowledge, experience or background.
- Library/archive skills, with experience in organizing library and archival collections.
- Familiarity with archival standards.
- Demonstrated success working with collections and exhibits in innovative ways.
- Knowledgeable of current museum trends in collections, exhibitions, and education including digital issues and opportunities.
- Ability to work occasional evenings and weekends for special events and tour offerings.
- Excellent oral and written communication.
- Ability to work well with a variety of people.

Compensation

The position is a full-time position with benefits for 36 months. Salary is competitive with the market and commensurate with experience. Benefits include health insurance, vacation and sick leave, 401K plan.

To Apply

Applications will be reviewed as they are received and accepted.

An application consists of a cover letter, resume, and three references (including email addresses). Applications may be sent to Elizabeth Lumbert, The Herbert H. and Grace A. Dow Foundation, 1018 W. Main Street, Midland, MI 48640. Electronic submissions accepted in confidence at lumbert@hhdowfoundation.org. Please visit www.hhdowfoundation.org and www.dowgardens.org for more information.