

Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503

Job Posting
5/15/24

Job Title: Curator of Collections
Location: Sloan Museum of Discovery
Department: Collections
Reports To: Executive Director of Sloan Museum of Discovery and Longway Planetarium
FLSA Status: FT – Exempt
Pay Range: \$62,000 - \$72,000 annually, based on experience

WORKING AT THE FLINT CULTURAL CENTER CORPORATION

At our organization, we cultivate a culture of passion and purpose. Nestled in the heart of Genesee County and the City of Flint, we are a hidden gem—a non-profit committed to delivering high-quality services that are valued by our community. Our employees thrive in a caring environment where their dedication is not only noticed but celebrated. We take pride in the impact we make, providing essential services that resonate with our guests. Here, support and appreciation are woven into the fabric of our workplace, fostering a team that is not just engaged but deeply passionate about the meaningful work they do.

GENERAL DESCRIPTION

This position leads the collections department of the Sloan Museum of Discovery and Longway Planetarium. In addition to supervising staff and volunteers, this person oversees operation of the Sloan Museum Archives Reading Room and management of both the archival and three-dimensional collections. This person leads content development for in-house history-based exhibits, collaborating with internal and external partners to further the museum’s mission and vision. The Curator also helps coordinate community engagement efforts for the institution and participates in DEAI/IDEA initiatives.

RESPONSIBILITIES

**Job
Description
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Qualifications:**

1. Supervise and direct the staff responsible for various operations of the collections department and ensure that professional best practices are followed.
2. Set overall vision for the department; identify priorities and craft strategies for accomplishing those priorities.
3. Work with Executive Director in setting and monitoring both operational and special project budgets; responsible for purchasing for the department.
4. Act as the primary adviser to the executive director in collections-related matters, advocating for and protecting the museum’s collection.
5. Lead the development, implementation, and maintenance of collections policies.
6. Lead content developer for in-house history exhibits, to include research, label writing, selection of artifacts, and images.
7. Coordinates community engagement efforts. Collaborate on projects with both internal and external partners to push the museum’s mission and vision forward, including work with community groups and organizations.
8. Participates in the museum’s DEAI/IDEA initiatives.
9. Lead collections-based disaster planning and preparedness efforts.
10. Act as a member of the Museum Collections Committee and the Exhibits Committee.
11. Perform research on artifacts and subjects for general knowledge and for exhibits.
12. Catalog and provide direct care to artifacts, to include mount making and rehousing.
13. Responsible for environmental monitoring in galleries and storage areas.
14. Other duties as assigned.

QUALIFICATIONS/SKILLS REQUIRED

1. At least five years of experience in a museum or other collections setting and familiarity with basic best practice in the field.
2. Knowledge of collections based database programs. Comfort with common software such as Microsoft Office.
3. Familiarity and experience with research best practices and standards
4. Strong writing and communication skills, particularly with exhibit label writing, and comfort with public speaking.
5. Experience developing interpretive museum exhibits.
6. At least one year of supervisory experience.
7. Experience with developing and implementing policy.
8. Master of Arts degree in Museum Studies or related subject preferred.

The Flint Cultural Center Corporation is an Equal Opportunity Employer