**Assistant Curator**

**Job Description**

JOB SUMMARY

The full-time Assistant Curator provides energetic and creative leadership researching, interpreting, exhibiting, and growing one of the finest collections of New England and Connecticut River Valley decorative and fine arts. This position is responsible for furniture, clock, and wooden object collections, with shared corollary responsibilities for other collection areas such as paintings and works on paper.

The Assistant Curator is responsible for the development, care, and presentation of the furniture collection at the museum; creates permanent and rotating exhibitions in the Flynt Center Galleries and within the historic houses; oversees the display, installation, and interpretation of furniture in the museum’s 18th-and 19th-century historic houses; conducts scholarly research leading to presentations, workshops, programs, and publications for diverse audiences; and participates in the shared daily tasks and responsibilities of the Curatorial Department.

Reporting to the Curatorial Department Director, this role is a full-time, benefited position (35 hours per week).

CORE DUTIES

Specific responsibilities fall under three main categories: *research, interpretation, and display; collections care; and collections development*.

* Responsible for the furniture, clock, and wooden object collections, their research, cataloguing, care, presentation, publication, and conservation planning. The Assistant Curator assists in the care of other collections as required.
* Develop rotations and exhibitions for the Flynt Center of Early New England Life and the historic houses.
* Participate with staff members in the creation of furnishing plans and installations within the historic houses, and oversee the research, creation, and installation of those plans within the historic houses.
* Prepare furniture, clocks, and wooden objects for photography and for exhibition.
* Participate in and at times organize educational events: symposia, seminars, forums, museum courses, lectures, and staff training.
* Facilitate research visits of colleagues from the broader museum/academic community.
* Present programs for the public as required and participate in Guides’ Training Programs as requested.
* Teach in the Summer Fellowship Program, a nine-week course of independent study and museum apprenticeship for advanced undergraduates, and in the Smith College-Historic Deerfield course in New England Material Culture.
* Generate and plan of electronic/digital content for social media, distance learning initiatives, and promotion of the museum, designed to engage visitors with the museum and its surroundings.
* Contribute occasional articles to Historic Deerfield’s annual Magazine.
* Oversee and participate in the overall care of the furniture collection, including examination, conservation assessments, preventative maintenance activities, housing, and storage. Collaborative projects may include the Collections Manager, Collections Care Technician, and/or interns. All advanced conservation work is contracted with outside professionals.
* Maintain regular contact with museum colleagues, collectors, dealers, and auction house personnel to source acquisitions (donations, bequests, and purchases), develop knowledge of the marketplace, and enhance Historic Deerfield’s standing in the museum community. Prepare and present proposals for Acquisitions Committee meetings.
* Develop collaborative programs with other institutions to promote research on Deerfield and the Connecticut River Valley.
* Contribute to the Curatorial Department through the daily administration of the collections, including the preparation of reports, annual work plans, and budgeting, and through staff committees, periodic fundraising and writing assignments for the Department of Development and Marketing, other occasional weekend and evening duties, and communication with appropriate Trustee committees and with Summer Fellowship Program alumni/ae.
* Other duties that may be requested and required.

KNOWLEDGE, SKILLS, AND ABILITIES

* MA in a relevant field required.
* A minimum of two years’ experience working in a museum, historical society, or similar institution.
* Specialized knowledge in American furniture history, New England history and material culture, and a general understanding of English and European furniture and design history.
* Demonstration of a second specialty in another area of the museum’s collection, including American fine, decorative, or mechanical arts is a plus.
* Practical understanding of furniture construction, cabinetmaking, and related tools and technology is necessary. Ability to handle tools and construct furniture is a plus, but not required. Practical understanding of the construction of clocks and their works is required. Basic understanding of wood identification techniques is required.
* Demonstrated knowledge and understanding of museum and collection standards and best practices.
* Experience creating historic house furnishing plans and temporary exhibitions.
* Excellent organizational skills, follow-through, and attention to detail.
* Excellent verbal and written communication skills as demonstrated by reports, publications, or presentations.
* Possesses a high level of initiative and the ability to conduct independent and directed projects.
* Ability to manage multiple projects to successful completion on time.
* Team player able to work collaboratively with other departments within the museum.
* Ability to adapt quickly to changing priorities.

PHYSICAL REQUIREMENTS

* Sitting, standing, and walking for prolonged periods indoors.
* Ability to go up and down stairs with ease.
* Occasionally bend, squat, reach, and work above shoulders, grasp forcefully, pack, carry, and lift boxes of collections, use a vacuum, stand on a ladder.
* Ability to lift to 30 pounds.

\* - Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

WORKING CONDITIONS

* Work is performed primarily in an office environment, storage areas, and historic structures. May be exposed to dust, mold, and/or other organic material or other irritants. Appropriate personal protective equipment provided.

About Historic Deerfield

Historic Deerfield, Inc., a not-for-profit museum of American history and art in western Massachusetts. The successful candidate will join a talented staff with deep expertise and a shared commitment to interpreting the history and culture of early New England and the Connecticut River Valley. Historic Deerfield is an affiliated member of Five Colleges, Inc., and is a part of the Museums10 network.

Historic Deerfield is committed to a policy of Equal Opportunity Employment and nondiscrimination against any individual on the basis of race, color, religion, sex, sexual orientation, transgender status, marital status, national origin, ancestry, genetic information, age, disability, veteran status, or any other classification protected under state or federal law.