



<b>Name:</b>	<b>Department:</b> Kentucky Historical Society
<b>Job Title:</b> Senior Curator	<b>Class Title:</b> Curator III - KHS
<b>Reports to:</b> Director of Historical Resources	<b>Division:</b> Museums
<b>Organizational Level:</b> Historical Resources	<b>Position Number:</b>
<b>Hire Date:</b>	<b>Position Type:</b> Full-time
	<b>FLSA Status:</b> Exempt

### **Job Summary:**

The Senior Curator works to fulfill the mission of the Kentucky Historical Society (KHS) and helps their colleagues throughout the organization succeed. The Senior Curator ensures KHS continues to excel in modeling high standards of care of our collection as an American Alliance of Museum accredited institution and a Smithsonian Affiliate. This position ensures the stewardship of the KHS collection so that these strategic assets are continuously accessible to people for research, teaching, and writing about Kentucky history. The Senior Curator provides both administrative and tactical support to the Historical Resources Division with a focus on coordinating object collections team activities. The Senior Curator is highly collaborative, often working in partnership with internal colleagues as well as supporting collecting organizations across the Commonwealth. The Senior Curator will work under the direction of the Director of Historical Resources to implement strategic initiatives for KHS involving collections development and access.

### **Essential Duties and Responsibilities:**

- Lead efforts in the maintenance, stewardship, and continuous improvement of the KHS collection:
  - Participate in the KHS Collections Committee review process.
  - Propose and implement policy and procedural updates, including the collections management policy, collecting plan, and disaster plan.
  - Lead efforts for collection cultivation and management including a deaccessioning project and soliciting new collections in line with KHS collecting priorities.
  - Assess object collection conservation needs.
  - Supervise and participate in cataloging and other curatorial activities.
- Extend knowledge of Kentucky History and our collection by collaborating with colleagues to develop ways in which objects can be interpreted and utilized through exhibitions, publications, events, and presentations:
  - Participate in conducting public programs, support partner institutions, and represent KHS at events, programs, and promotional opportunities as needed.
  - Assist the Director of Historical Resources and Exhibits Manager, in collaboration with curatorial & archival staff, to design innovative and accessible exhibits in line with strategic priorities.
  - Collaborate with exhibition staff and supervise curatorial staff in safely displaying and interpreting artifacts on display.



- Other duties as assigned.

**Qualifications:**

**Education/Experience** – Minimum 5 years of professional experience in a museum, history center, or other history-related institution. A Master's degree in museum studies, history, public history, or a similar area of study is required.

**Supervisory** – Demonstrated ability to manage project teams and meet performance targets.

**Communication** – Demonstrated facility in public speaking and writing to multiple kinds of audiences.

**Computer Skills** – Advanced internet, word processing, database management, spreadsheets, and email use. PastPerfect or other collections management software experience required.

**Special Requirements** – Knowledge of material culture, collections management, artifact care, and museum cataloging practices. Adherence to professional codes of ethics and involvement in museum organizations.

**Organization Skills** – Must have strong organizational and administrative skills and the ability to work collegially with staff across the organization. Must be able to manage a project from concept to completion.

**Working Conditions:**

- **Physical Demands:** Must be able to visually inspect the change in the condition of archival documents and collections objects; retrieve collection objects regularly that may weigh up to 40lbs; regularly bend/stoop/reach to retrieve and store collection objects. Must be willing to work some evenings and weekends and occasionally travel.

**Direct Reports:**

- Curators
- Registrar

**Competencies/Behavior Dimensions:**

- **Passion for Kentucky history:** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, and stewardship. Possess the ability to communicate this passion to others.
- **Service:** We value our role in serving the public and work to ensure those services are exemplary.
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.



- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We therefore value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them. Replaces Creativity/Innovation
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed, or directed by the supervisor.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- **Lead:** Positively influence others to achieve results that are in the best interest of the KHS. Coaches, evaluates, and develops people; aligns performance with organizational goals.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.
- **Behave Ethically:** Understand ethical behavior and KHS Policies and Procedures, and ensure that our own behavior and the behavior of others is consistent with these standards.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.