

BENTON COUNTY HISTORICAL SOCIETY

TITLE: Curator of Exhibitions

SUPERVISOR: Executive Director

EMPLOYMENT STATUS: Full-time salaried, exempt

Job Description

The Curator of Exhibitions manages BCHS's exhibition program, which includes historical and contemporary art exhibitions at both museums. They have a strong commitment to innovative exhibition programming. This position supervises and implements all aspects of exhibition development and production, from design, preparation, installation, and maintenance to de-installation. They work closely with the Curator of Education and the Curator of Collections to coordinate exhibitions with programs and collections. They also serve as staff liaison to the Exhibition Committee and staff advisor to the Collection Committee. As part of a small team, collaboration is encouraged in all work.

It is an exciting time to join BCHS. Not only did we open a new museum in 2021, in 2023 we wrote a new strategic plan and new mission statement. Having a new museum in Corvallis as well as our longtime museum in Philomath has dramatically changed how we can serve the community of Benton County. We're looking for a Curator of Exhibitions with vision and excitement to help us shape the future of the Benton County Historical Society.

Essential Duties & Responsibilities

- Plans, researches, develops, coordinates, implements, and maintains exhibitions in support of BHCS' mission and community interests
- Ensures we appropriately and accurately interpret the history and culture of all our community
- Is responsible for the interpretation of BCHS collections through exhibitions by telling stories that are meaningful to our community
- Develops and maintains a one-to-two-year exhibition plan
- Compiles necessary reports detailing department activities
- Gives input to the Executive Director for budget for exhibitions, and manages exhibition expenses and income
- Works with the Curator of Collections to establish and oversee protocol for incoming exhibitions to ensure complete documentation of the loan process, including contract negotiations and insurance valuations and limitations
- Coordinates with appropriate staff members on the creation and production of graphic materials including interpretive materials, announcements, and reception invitations
- Installs and de-installs exhibitions, including wall preparation and coordination of pick-up of sold artwork
- Works with the Curator of Collections to prepare artifacts for exhibitions
- In coordination with appropriate staff, organizes opening receptions for exhibitions
- Provides information about each exhibition in a timely fashion to appropriate staff for publicity purposes
- Keeps abreast of current standards, practices, and developments of the field through workshops, conferences, seminars, and publications
- Coordinates with appropriate staff to keep current the exhibitions and stories sections of our website
- Supports the mission, vision, and values of the Benton County Historical Society
- Contributes to and support the strategic plan, annual action plans, and institutional initiatives
- Performs other duties as assigned

Supervisory Responsibilities

- Volunteers/Docents/Interns

Benton County Historical Society Approved by the BCHS Board of Directors Personnel Committee April 2005

Updated and Approved by the Personnel Committee, September 2023, August 2024

Job Description- Curator of Exhibitions

- Museum Preparator

Required Knowledge & Skills

- Multi-lingual, especially in Spanish, preferred
- Excellent verbal, written, and interpersonal communication skills
- Commitment to sharing diverse stories
- Comfortable with public speaking
- Strong problem solving, organizational, and project management skills
- Adept at managing multiple priorities and stakeholders to effectively meet objectives and competing deadlines
- Excellent attention to detail
- Knowledge of the theories and history of museum exhibition design and development
- Ability to create highly original exhibitions
- Ability to supervise and inspire volunteers
- Ability to work collaboratively or independently

Education, Formal & Informal Experience

- B.A. in museum studies, history, public history, or a related field with a minimum of five years museum experience or equivalent education and experience including experience in exhibition development
- M.A. in Museum Studies preferred

Job Conditions

- Exempt/full-time
- Schedule is 40 hours per week
- Occasional evening and weekend hours
- May be on call list for alarm company
- Possession of a valid Oregon Driver's License required

Physical Activities

- Ability to lift up to 40 pounds
- Continual computer use
- Frequent sitting/standing/walking
- This is not a comprehensive list of physical activity required for this position

Established Guidelines for Position

AAM Museum Code of Ethics, BCHS Employee Handbook

Company Description

The Benton County Historical Society (BCHS) was formed in 1951 to preserve and share the history of Benton County. In the 1970s, a group of local citizens saved the Philomath College Building and restored it for our use. We began operating our Philomath Museum in that building in 1980 and have continued to this day.

This acquisition of the collection of Oregon State Museum's Horner Museum in the mid-2000s necessitated construction of the Johnson Collections Center, a 13,000 square foot state-of-the-art collection storage facility located behind the Philomath Museum.

Delayed by the pandemic, we opened the Corvallis Museum in February 2021. Designed by Allied Works Architecture (Clyfford Still Museum, Museum of Art & Design NY), it was conceived to be a departure from the traditional history museum.

Our mission is to connect our community by preserving and sharing its diverse, evolving stories through history, culture, and art.

We achieve this through:

- Authenticity - We provide access to history and culture through well-documented collections, accurate interpretation, and reliable scholarship.
- Curiosity - We encourage curiosity about history and culture, within ourselves and our community, when sharing and exploring the relevance of the stories we tell.
- Cultural Humility - We respect diverse cultures and perspectives and continually challenge our biases by engaging in meaningful dialogue with others.
- Excellence - We strive to meet the highest professional standards through combining best practices and innovation in order to serve our community and engage at the deepest level.

Our vision:

We are a center of the community, fostering dialogue and ideas that catalyze an inclusive understanding of our past and culture, and consideration of the shared future we hope to create.

BCHS is committed to equal opportunity in employment, meaning that employment decisions (including but not limited to hiring, promotion, compensation, and discipline) are made without regard to gender, (including pregnancy-related conditions) race, color, religion, national origin, sexual orientation, mental or physical disability, age (within statutory limits), marital status, retaliation, association with a protected class, or any other status protected by law. Employment decisions are made on the basis of individual qualifications, merit, and other legitimate business considerations. This commitment ensures that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. If reasonable accommodation is needed to participate in the job application or interview process, perform essential job functions, and/or receive other benefits and privileges of employment, please contact Jessica Hougen, Executive Director, at jessica@bentoncountymuseums.org or 541.929.6230.

Benefits

- Exempt/Salaried/Full-time
- Budgeted compensation is \$57,500
- Healthcare package includes medical, dental, and vision and company contribution
- Retirement program with matching company contribution
- Paid time off: 10 holidays and 2 floating holidays, vacation, sick, adjustment, and bereavement leave
- Gift shop discount

Application Process

To apply email your application to Jessica Hougen, Executive Director, at jessica@bentoncountymuseums.org Complete applications should include a resume, cover letter, and three references. Incomplete applications will not be considered.

Applications will be considered on a rolling basis. The listing will be closed once we have a good pool of candidates. Applicants are encouraged to apply soon.