



NATIONAL MINING HALL OF FAME AND MUSEUM

Job Description

Title: Curator

Location: Leadville, Colorado

Type: Full-time regular exempt position with benefits

Reports To: Executive Director

Supervises: Seasonal Docents and Visitor Services Representatives

Salary: \$34,000-\$40,000 (dependent on experience)

Starting date: Negotiable

The Curator is primarily responsible for coordinating the care, interpretation, and presentation of the Museum's collections. The Curator will research, identify, develop and facilitate exhibition ideas with both short- and long-term implementation strategies in mind. The Curator will advise in the process for acquisition and collection planning to ensure that these activities adhere to the Museum's mission statement and goals. She/he will coordinate acquisitions, loans, traveling exhibits and proper collections care. The Curator will often act as the interface between donors, potential donors, collectors, visiting scholars, etc. involved with the interests of the Museum. She/he must foster and maintain good working relations with the public, network with other museums and professional agencies, as well as help to develop and implement public programming. The curator must also pursue funding and submit grant proposals to secure sponsorship for curatorial and development projects.

The Curator generally works a regular schedule in Leadville.

Position Responsibilities:

Essential Functions:

- Plan, organize and present exhibitions, displaying collections in such a manner that makes them accessible and engaging to the general public.
- Oversee all aspects of exhibition construction and installation, including the movement of collections items, constructing exhibit elements, installing and de-installing objects, as well as creating labels, text, and interpretive signage.
- Maintain, care for, and develop the Museum's collections by negotiating incoming and outgoing loans, selecting items for accession and de-accession, as well as working to foster traveling exhibit opportunities with outside agencies.
- Develop, implement, and maintain the Museum's collections policy and disaster response plan in accordance with the institution's mission statement, as well as best practice museum standards.
- Research incoming and existing collections to create content for catalog records and exhibits.
- Maintain files related to the National Mining Hall of Fame.
- Handle enquiries from researchers and the public; answer questions and provide information regarding the Museum's collections and Hall of Fame. Facilitate access to the collections and Hall of Fame archives for visiting scholars, donors, Museum board members, etc.
- Collaborate with the Educational Programming and Events Coordinator to develop and implement public programs and partner with schools, local history, and other community groups to achieve programming and outreach goals.
- Research applicable grant opportunities, developing proposals for the improvement of the curatorial department. Apply for and execute historic preservation grants for the off-site Matchless Mine.
- Hire, train, and supervise curatorial support staff (volunteers and interns) and seasonal Matchless employees.



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- Oversee and manage the operation and maintenance of the off-site Matchless Mine, including staffing, tour development, site interpretation and displays.
- Promote use of the traveling digital Hall of Fame at other institutions.
- Work with consultants to plan exhibits, Museum interpretation, collections management, etc. as appropriate.

Other Duties:

- Periodically fill in for Visitor Services Representatives during lunch.
- Handle cash while filling in for VSRs.
- Lock and unlock doors, turn lights on and off, turn security systems off and on.
- Occasionally assist other staff with setup and cleanup for public events.
- Become involved with museum organizations through conference presentations and/or committee or board service.
- Other duties as assigned.

Experience/Special Skills:

- Master's degree required; post-baccalaureate degree/certificate in Public History, Museum Studies, or related field preferred.
- Significant experience with computers, email, word processing, and spreadsheets required.
- Prior experience with museum database software required; experience with Past Perfect preferred.
- Outgoing personality willing to engage with the local community required.
- Two years' experience as museum curator preferred.
- Coursework or field experience in Geology or another science field preferred.

Ability to work as a member of a team and act with firmness but diplomacy are important qualifications. The Curator should be detail-oriented and characterized by dependability and initiative.

Physical Demands:

- Must be able to lift and carry 25 lbs.
- Must be able to work comfortably at an elevation of more than 10,000 feet.

The National Mining Hall of Fame and Museum is an Equal Opportunity Employer. Applicants for the position must be willing to submit to a background check. The NMHFM participates in E-Verify.

Applicants must complete the attached employment application form, provide a resume, and submit a cover letter stating interest in order to be considered for employment.

*Applicants should send all application materials to Stephen L. Whittington, Executive Director. They can be emailed to director@mininghalloffame.org, mailed to PO Box 981, Leadville, CO 80461, sent by FedEx to 120 W. 9th St., Leadville, CO 80461, or faxed to (719) 486-3927. All materials must be received no later than **5 p.m. (MDT) on July 31, 2018.***



NATIONAL MINING HALL OF FAME AND MUSEUM

120 W 9th Street
Leadville, CO 80461
719-486-1229

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this museum? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Qualifying Questions

Have you ever visited the NMHFM? YES NO If so, when?

Have you ever visited the Matchless Mine? YES NO If so, when?

Have you ever visited Leadville? YES NO If so, when?

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____