



AMERICA'S CAR MUSEUM®

CURATOR

POSITION DESCRIPTION

EFFECTIVE DATE:	04/04/2023	DEPARTMENT:	Curation
FLSA CLASS:	Exempt	DRIVING CLASS:	Required
FTE STATUS:	<u>1.0 (Full-time)</u>	BENEFITS:	Eligible
REPORTS TO:	ACM Executive Director		
SUPERVISES:	Collections Manager, Exhibit Volunteers		

GENERAL SUMMARY:

The Curator has primary responsibility for the museum's exhibitions and collections and will articulate an exhibition and interpretation philosophy and strategy that will create a compelling environment, with a strong educational focus, that is both credible with automotive experts while being relevant and interesting to non-experts. This position has primary responsibility over all aspects of exhibition development including strategic planning, interpretation, and budgeting, plus design and installation of the exhibitions on location and off-site. The Curator will be involved in identifying gifts and acquisitions and providing assistance in identifying funding sources and stewarding donors. This position will oversee the museum's long-range exhibits plan in collaboration with the Collections Manager and Collection & Exhibits Committee. Additionally, this position will serve as spokesperson for the Museum as requested by the Marketing Department and the CEO. This position reports directly to the ACM Executive Director.

Responsibilities include, but are not limited to: Curating and implementing all onsite exhibitions; Developing an annual exhibits plan, in collaboration with the Collections Manager; Creating an exhibition plan and timeline that projects out 3 – 5 years; Procuring and overseeing loaned vehicles within the framework of the long-term exhibits plan; Curating and implementing all offsite exhibitions; Providing exhibition support to major auto shows and Concours events; Creating and adhering to an annual exhibition budget and providing oversight of the Collections annual budget; Representing the museum at key onsite and offsite automotive events; Designing all museum exhibition signage in collaboration with the Marketing Department; Facilitating the delivery of exhibition messaging in the forms of interpretive signage, documents and/or information for ACM social media, publications, and promotional material; Serving as a media spokesperson for ACM, as requested; Assisting the Institutional Advancement Department with major sponsor initiatives supporting future exhibits; and, Generating contributions and donations for collection growth.

This position requires strategic planning and discretion to make decisions in support of the organization's objectives and educational goals and an ability to work independently to fulfill the responsibilities described herein, while maintaining a team-oriented approach and attitude.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. The requisites described within

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this position description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Develop, design, and implement all onsite and offsite exhibitions and oversee the installation to ensure a consistent look and quality which reflects the museum's standards and vision while staying within a predetermined, approved budget.
2. Establish a relevant connection between museum guests and the subject matter of each exhibit and provide multiple pathways for visitors to interact with "stories" in the exhibits from text, visuals, and video to interactive and social media options to make exhibits accessible and meaningful.
3. Create and implement an exhibition strategy that will succeed in engaging diverse audiences in a compelling manner and promote repeat visitorship.
4. Develop and implement long-range exhibit plan and vision that positions the museum nationally and provides opportunity for sponsorship and membership growth.
5. Manage oversight of the Collections Department programs, initiatives, annual budget, and ACM collections.
6. Represent ACM at key automotive events, provide media interviews related to exhibits and collaborate with the Marketing Department to convey strategic messaging to assist in museum and exhibit promotion.

MAJOR RESPONSIBILITIES:

1. Curate and implement all onsite exhibitions within a strategic plan and timeline that projects out 3 – 5 years.
2. Establish and maintain new processes, methods, and standards for exhibits.
3. Develop an annual exhibit implementation plan in collaboration with the Collection Manager.
4. Manage day-to-day exhibits as outlined in the annual strategic plan.
5. Procure and oversee loaned vehicle collection in collaboration with the Collection Manager and within the context of the long-term exhibits plan as approved by the Collection & Exhibits Committee.
6. Curate and implement all offsite exhibitions, including providing exhibits support for major auto shows and Concours events.
7. Manage and track loan agreements and membership acknowledgements for exhibits and auto shows in collaboration with the Collection Manager.
8. Establish and maintain supplier relations, scope of work, and deliverables.
9. Create and adhere to an annual exhibition budget.
10. Maintain a thorough working knowledge of all ACM exhibits and displays and their relevance to automotive history.
11. Represent the museum at key onsite and offsite automotive events.
12. Design all museum exhibits signage, working in collaboration with the Marketing Department, for a consistent look and quality throughout the museum.
13. Facilitate the delivery of exhibition messaging in the forms of interpretive signage, documents and/or information for ACM social media, publications, and promotional material, and serving as a media spokesperson for ACM, as requested.

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14. Communicate with internal stakeholders, including Guest Services, Volunteers, Sales & Events Management, and executive leadership, to ensure that exhibit themes and messages are fully understood by all.
15. Supervise exhibit installation.
16. Maintain a record of all exhibits for the archives.
17. Collaborate with Facilities Department to establish proper maintenance and upkeep of exhibits.
18. Provide exhibits support for ACM exhibitions at key auto shows, including the Seattle Auto Show, New York Auto Show, and the Pacific Northwest Concours.
19. Travels to outside collector car shows and events to represent ACM, build relationships, and monitor competitive best practices.
20. Support the ACM Collection Manager to shape and position the collection to be consistent with the institution's brand, vision, and business objectives.
21. Assist Institutional Advancement Department in generating contributions and donations for exhibits and collection growth.
22. Work with the Collection Manager to maintain an accurate listing and description of all exhibits related items not considered part of the library, including the proper storage of these items.
23. Manage the loan of historical materials and automobiles to ACM from other organizations and relevant entities.
24. Builds relationships with individuals to facilitate the loan of exhibit materials to ACM.
25. Work with the Collection Manager to maintain valuations and insurance coverage for loan automobiles and artifacts to facilitate appropriate loss protection.
26. Assist the Institutional Advancement Department with major sponsor initiatives supporting future exhibits and in generating contributions and donations for collection growth.

QUALIFICATIONS:

The incumbent for this position must possess a Bachelor's Degree in Art & Design, Marketing & Communications, Museum Studies, Journalism, or Business Administration; and a minimum of 4-years of relevant experience in the curation field. Other degrees and experience may be considered based upon relevance.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references.
2. A valid driver license with the ability to drive a personal vehicle for business purposes.
3. A demonstrated ability to lead development of a program and staff for the accomplishment of strategic and operational goals and objectives.
4. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors—around accomplishment of strategic objectives.
5. Effective project management skills, attention to detail, and ability to drive projects toward successful completion.
6. A solid proficiency in the English language with strong professional communication skills including public speaking and prior effective media experience; the ability to communicate and work effectively with a variety of internal and external stakeholders; and persuasive negotiation abilities to achieve consensus amongst differing opinions.

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7. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson, and relationship builder.
8. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team-oriented approach and attitude.
9. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types.
10. Excellent organizational and administrative skills with the ability to manage a wide range of tasks with competing timelines and interests.
11. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused.
12. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes.
13. A familiarity and appreciation for historic and collectible vehicles.
14. The ability to critically analyze and resolve quantitative, logistical, and spatial problems.
15. The ability to stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, and effectively communicate verbally, and in written format, with guests, contractors, employees, management, and stakeholders regularly.

PREFERRED QUALIFICATIONS INCLUDE:

1. A fundamental knowledge of the history of the automobile, brands, technologies, and trends in the United States.
2. A working knowledge of multi-media production, fabrication, and exhibition installation techniques.
3. Understanding of social media strategies, tactics, trends, and technologies.
4. A working knowledge of photography, print production, and video production.
5. Knowledge and experience working with exhibit materials and components to include case architecture, graphics, and lighting.
6. Budget management experience.

WORKING CONDITIONS:

1. Exposure to a combination of office, shop, commercial retail, commercial food, and outside environments.
2. Minimal exposure to cleaners and various other chemicals.
3. Minimal exposure to dust, gases, and fumes.

OTHER:

1. Maintain a flexible schedule and works weekends and late nights, as needed.
2. Lead, coordinate, and attend meetings as needed or requested.
3. Drive personal vehicle for business purposes.
4. Utilize MS-Word, Excel, PowerPoint, and Publisher to generate communications, presentations, and reports;
5. Utilize MS-Outlook for email communications and scheduling.

Signature

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