

## **Museum Curator**

The Suwannee County Historical Commission seeks part-time Museum Curators for the Suwannee County Historical Museum in Live Oak. The ideal candidates will be creative, energetic, friendly, and team oriented. The candidates will work with the Historical Commission to organize new and existing exhibits and programs that advance the Historical Commission's mission to locate, collect, preserve, and exhibit archaeological and historical objects and data about Suwannee County. The candidates will also be the face of the Museum and assist patrons with basic historical questions regarding the exhibits. This is an opportunity for enthusiastic, hands-on candidates to work in a small museum on Fridays and Saturdays.

### **MINIMUM REQUIREMENTS:**

- Must pass a criminal background check
- Must have a friendly disposition and be able to work well with others
- Must be able to lift at least 25 pounds
- Must have basic telephone and personal etiquette
- Must have a high school diploma (or if still in high school, working to complete a high school diploma)
- Must have an interest in history
- Must be responsible and trustworthy

### **PREFERRED REQUIREMENTS:**

- At least a bachelor's degree, with preference given to history-related fields
- Be knowledgeable of Suwannee County history and its relation to general US history
- Have a basic understanding of computers and software (including, preferably, Microsoft Office)
- Ability to assist in updating the Commission's website and other social media outlets
- The ability to deliver presentations to groups of patrons
- A driver's license for occasional travel
- Ability to supervise volunteers as needed

### **DUTIES AND RESPONSIBILITIES:**

Open, maintain business hours as set by the Historical Commission, and close the Museum on the designated days (Fridays and Saturdays from 9 a.m. to 3 p.m.).

Greet and assist patrons visiting the Museum with at least a basic understanding of the Museum's collections and purposes.

Responsible for implementing acquisition and augmentation of the Museum's collection of archival material and artifacts.

Establish and maintain written, telephone, or personal contact with potential donors or sources of acquisitions.

Gather information, prepare documentary notes, perform or conduct research, and make recommendations regarding the acceptance or acquisition of materials or objects for addition to the permanent collection.

Coordinate intake procedures, provide information needed to arrange for delivery of materials, process received objects, complete Deeds of Gift or other paperwork, and complete database entry documentation as needed.

Coordinate and receive monies for rental of the back dock facilities.

Provide information on collections to appropriate persons.

Lead and promote regular Museum activities and programs.

Work with the Historical Commission on history-related projects as requested.

#### **COMPENSATION/BENEFITS:**

For this part-time position we offer beginning compensation of \$12 per hour. No retirement or health benefits are included, but vacation holidays, personal days, and sick days will be provided. Future increases in compensation will be at the discretion of the Historical Commission.

To apply, please send 1) a cover letter with introductions, 2) a resume, and 3) at least three professional references when you apply via email to [suwanneehistorical@gmail.com](mailto:suwanneehistorical@gmail.com) or mail to:

Suwannee County Historical Commission

Re: Museum Curator Position

PO Box 1321

Live Oak, Florida 32064

PLEASE NOTE: incomplete application materials will not be accepted. Applications are due Friday, March 17, 2023.