

Job Announcement
ASSOCIATE CURATOR OF HISTORY

Competitive compensation plus excellent benefits, full time, 37.5 hours per week

OPEN UNTIL FILLED.

The Oakland Museum of California Foundation is currently seeking a highly qualified individual to serve as an Associate Curator of History. The incumbent performs professional curatorial work, including the research and development of collections, exhibitions, museum projects, publications, programs, and project management for the history department; is responsible for on-going development of the history collections, gallery and special exhibitions; may have institution-wide leadership responsibilities such as chairing an interdepartmental committee or working on a special project that will benefit multiple departments; oversees seasonal interns or temporary staff for special exhibitions; and may provide lead directions to technical and sub-professional staff. The associate curator also completes on-going history division responsibilities such as docent training, responding to public calls and queries, and donor relations as assigned.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

- Research and develop exhibition projects, and participate in developing and reviewing the OMCA's exhibition calendar.
- Write exhibit text, web content, academic articles and promotional pieces for magazines; produce articles for professional journals related to museums and collections.
- Examine, classify and catalog museum objects; solicit and acquire objects for permanent collections; recommend purchases from dealers, collectors or other sources. Research and solicit loan requests for exhibitions.
- Consult with registrars, preparators, and conservators on the appropriate treatment, storage, and display of artifacts.
- Assist in the preparation of funding proposals and applications; conduct program evaluations; recommend contractor awards and monitor performances; enforce grant compliance requirements.
- Perform administrative activities such as project management; preparing and monitoring of project budgets; and participating in the development of policies and procedures.
- Provide various museum services such as teaching docent classes and lecturing to outside groups; respond to public and agency inquiries.
- Direct the work of sub-professional and technical staff in the design and development of specific exhibitions and projects.
- Maintain professional contacts with peers in other institutions in the field.
- Recruit, direct and supervise volunteers.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

The search committee will consider candidates specializing in any aspects of California history, but will be especially interested in candidates who specialize in 20th/21st century history, with sub-specialization in race, ethnicity, labor, gender and/or environmental history.

Education and Training: Master's degree from an accredited university in the field of history, American studies, or a closely related field.

Work Experience: Minimum of three years of professional work experience in a museum or related institution working with collections, as intern, research assistant, curatorial assistant, or assistant curator.

Skills and Abilities:

- Knowledge of procedures for research, selection, documentation, evaluation, preservation, exhibition, handling and interpretation of museum artifacts and specimens.
- Knowledge of museum administrative procedures, including project management, collections planning, accounting and financial tracking.
- Ability to conduct scholarly research, compile data, and develop subject material for exhibits, publications, and other museum projects. Ability to develop and maintain complex subject matter files.
- Ability to write clear, effective prose for academic papers, exhibit narratives, museum special reports and other museum correspondences.
- Ability to speak effectively before public groups and interpret scholarly information and museum policies to diverse audiences.
- Ability to lead staff in the performance of curatorial and related museum activities in an area of subject specialty.
- Ability to work effectively in cross-disciplinary teams.
- Proficiency with computers and a variety software programs, such as MS Office, FileMaker Pro, Argus, and other automated museum collection management systems.
- Ability to establish and maintain positive relations with museum staff and the public.
- Ability to operate a motor vehicle in the performance of assigned duties.
- Safe work practices.

TO APPLY:

Download employment application from: http://museumca.org/files/uploads/Employ_App.pdf, mail the completed application, résumé, and cover letter with three reference contacts to:

Sandy Wong
Oakland Museum of California
1000 Oak Street, Oakland, CA 94607
www.museumca.org

Please no phone calls or emails.

Missing or incomplete employment application will not be considered.

A system generated email will be sent to you as the receipt of your application. We are only able to contact those candidates whose skills and background best fit the needs of this open position for interviews.

MISSION STATEMENT

The Oakland Museum of California's mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.