POSITION DATA

JOB TITLE: Associate Curator (AC)
DEPARTMENT: Museum
REPORTS TO: Chief Curator/Executive Vice President of Collections (CC)

POSITION OVERVIEW

The associate curator (AC) will serve as a key member of the Curatorial/Collection Department within the Museum Division. She/He will also serve as an active contributor to the Museum’s Acquisitions and Loans Committee. The AC supervises the curatorial assistant as well as interns and volunteers assigned to curatorial projects.

The incumbent will manage incoming donation inquiries; research prospective acquisitions; correspond and meet with donors, content specialists, and collection information seekers; and write and prepare acquisition rationales with appropriate supporting footnotes and provenance history. The AC will also help to strengthen the permanent collection through strategic analysis of subject matter and voices now underrepresented, developing outreach plans to engage those prospective contributors. The position requires the ability to interact respectfully and productively with a wide spectrum of donors, including many from the 9/11 community who were involved in and directly affected by the events and their continuing aftermath.

The AC maintains oversight of the Museum’s online Artists Registry, supervising the work of the curatorial assistant on this front-facing portal and conducting outreach to interest potential participants. She/He will collaborate with senior members of the curatorial staff and the head cataloguer to enrich Inside the Collection, the Museum’s online collections database, the incumbent will serve as a resource for the collections, responding to information requests from colleagues in the Museum’s Exhibitions, Education, External Affairs, Communications, and Institutional Advancement departments, among other areas. As required, the AC will take charge in guiding special guests through the Museum, including visitors interested in the collection or under cultivation to support the collection.

The AC will disseminate her/his expertise about the collection through the Museum’s blog and other content-dissemination mechanisms; as a participant in public programs and internal staff training events; and as a speaker, panelist, and guest lecturer at pre-approved outside venues, such as academic conferences and professional organizations. With clearance from her/his
supervisor as well as the Museum’s professional practices committee, the AC may engage in outside scholarly writing and teaching as time permits.

The AC works collaboratively with all members of the Curatorial/Collections Department. From time to time, she/he will provide research and presentation preparation support to the chief curator and senior curator of oral history/EVP of collections.

ESSENTIAL FUNCTIONS

- Functions as professional point of entry to the Museum for potential donors of objects and historical assets; organizes and acknowledges these materials
- Serves as a scheduling convener of introductory meetings with prospective donors, serving as surrogate for the chief curator/EVP of collections if requested to cover such appointments, which may take place at the Museum’s corporate offices, in the Museum’s back of house conference room, or at offsite locations and studios
- As needed, supports the chief curator with the acquisition research and preparation of strategic presentations focused on the collection
- Prepares acquisition rationales and supervises the curatorial assistant in drafting and editing Acquisition and Loans Committee meeting minutes and periodic reports to the Museum’s board-level Acquisitions Committee
- Authors Museum blog posts and “curatorial comments” for Inside the Collection
- Contributes collections-expertise to the exhibition development process by recommending thematically or chronologically relevant items for inclusion, offering context for those choices
- Participates actively in selecting collections content for periodic rotations in the Museum’s memorial exhibition, historical exhibition, occasional “pop-up” installations, and, from time to time, new temporary special exhibitions. Such recommendations will reflect counsel received from the chief curator, head registrar, and head of conservation, as appropriate.
- Keeps current with the museum field’s evolving best practices, literature, protocols, and strategies for collection care and preservation, extending from material culture to born-digital assets
- As needed, assists with requests from outside borrowers by identifying thematically appropriate loan objects from the Museum’s collection
- Oversees the Museum’s online Artists Registry, flagging new submissions that might merit inclusion in the Museum’s permanent collection and prospecting artists whose 9/11-themed work should be solicited for the Registry
- Collaborates with the Museum’s director of accessibility to identify materials in the collection appropriate for tours and special classes designed to engage visitors with special needs
- Collaborates with Education Department and Visitors Services staff to develop collections content for docent and teacher training materials, as needed
- Performs other duties, as assigned
MISSION REQUIREMENT

- Participates in the annual 5K Run/Walk and Community Day and September 11 commemoration, as assigned
- Assists with other special projects and events in support of the 9/11 Memorial & Museum, as assigned

QUALIFICATIONS/SKILLS REQUIREMENT

- Master’s degree in art history, museum studies, or related field required
- 3–5 years of professional staff experience in museums, historic sites, or object-centered teaching institution
- Demonstrated ability to work independently as well as collaboratively with colleagues and constituents of diverse backgrounds
- Excellent interpersonal, organizational, and oral communication skills
- Confident writing ability in short and longer formats
- Ability to engage with sensitive content and to respect the differing, sometimes emotional ways in which people affected by the mass tragedy of 9/11 may express themselves
- Familiarity with a range of computer programs, including the Microsoft Office suite, standard PowerPoint programs, Adobe Suite, and collections management software

HOW TO APPLY:

- Please send resume and cover letter to the Collection Mailbox: 911mmcollectionsjobs@911memorial.org
- Please indicate the job board where you saw the position listed