

February 1, 2022



Curator - Stone Harbor Museum

The Stone Harbor Museum is a non-profit corporation established in 1999 with the purpose of preserving and presenting the history of Stone Harbor, NJ. The Museum has a dedicated staff of volunteers including a Board of Trustees and Docents that guide patrons through the Museum experience. Programs are presented on a regular basis that highlight the history of Stone Harbor. We have a membership of over 350 and growing every year.

The Museum is seeking a Curator to help guide the growth of the Museum, expanding its role as a key visitor attraction while maintaining the Stone Harbor Museum's reputation for excellence.

The primary role of Curator will be the migration of the Museum's catalog into a digital format using PastPerfect. In addition, the candidate is expected to manage the day-to-day activities associated with the acquisition, storage, care, archival and registration of both new and existing artifacts.

An understanding of museum practices as well as experience using museum collections management software is a plus. This position requires a self-starter, with excellent written and verbal skills.

Responsibilities:

- The migration and maintenance of the Museum's collection into a digital format using PastPerfect.
- Recruit and supervise summer interns to assist in the digital migration.
- Ensure appropriate care and security for the Collection.
- Assist museum staff with ongoing exhibit development, curation, preparation, and displays.
- Develop collection and archive procedures that meet the National Standards and Best Practices for U.S. Museums as outlined by the American Alliance of Museums.
- Assist with Museum projects and programs as requested by the Board of Directors.

Qualifications:

- A Bachelor's degree in History or Museum Studies (in-progress degrees are acceptable) or related experience required.
- Experience with PastPerfect or other online Catalog Management Software.
- Proficiency with technology, especially databases, scanners, and image processing.

- Experience with Microsoft Office suite of products.
- Experience and knowledge of proper Museum collection/archive practices, including registration, and basic conservation is a plus.

Availability:

- Hours are flexible.
- Monthly Board meetings

This is a part-time position (20 hours per week) including both on-site and remote access to the Museum. Salary is \$24.00 per hour and does not include Health or Retirement benefits. To apply, please email a cover letter indicating why the position interests you and your resume to:

directorstoneharbormuseum@gmail.com