

Job Description

Job Title: Museum Curator of Exhibitions

Job ID: 8109

Location: Regional History Center

Full/Part-Time: Full-Time

Regular/Temporary: Regular

To apply for this position, please log onto www.ocfl.net. Hover over the employees tab and then click on career opportunities. Next, click on external applicants and search for job posting number 31223.

Overview:

The Orange County Regional History Center is seeking a highly qualified individual to fill the position of Museum Curator of Exhibitions. The History Center is a national multi-award-winning, AAM accredited, and Smithsonian affiliated institution centered around its mission: to serve as the gateway for community engagement, education, and inspiration by preserving and sharing Central Florida's continually unfolding story.

This position is responsible for concept development, writing, design, and install/de-install of all exhibitions at the History Center. Work is performed with considerable independence under the general supervision of the Executive Director and alongside Curators of Education and Collections.

Representative Duties

- Leads the creation of all exhibitions - from initial design concept, research and text writing, to layout, production, installation, and de-installation.
- Serves as a key player in museum's forthcoming comprehensive planning.
- Assists in the creation of traveling and satellite exhibitions.
- Manages and participates in daily exhibitions activities. Oversees the museum's custodial responsibilities in caring for permanent, temporary, and loaned exhibitions.
- Plans and facilitates exhibit related programs, classes, collaborations, and publications.
- Assists in the supervision of exhibitions staff, volunteers, and interns.
- Performs other related duties as assigned.

Minimum Qualifications

- Graduation from an accredited college or university in Museum Studies or a closely related field and three years of exhibition development, design, and care experience.
- Must be creative, have good dexterity, and be able to complete intricate design and production work.
- Personnel management experience.
- Effective and exceptional written and verbal communication with both internal teams and external stakeholders; comfortable with public speaking; possesses a strong working knowledge of museum best practices.
- Complete work history, including internships and volunteer positions must be included in online application. Applications without work history will not be considered and will be

deemed incomplete. Please include a cover letter in the same pdf or document as your resume during submission. Resumes will not be accepted in lieu of online application.

Preferences

- Graduation from an accredited college or university with a Master's degree in Museum Studies or related field; or an equivalent combination of education, training, or experience.
- Working knowledge with Adobe Creative Cloud Software, especially InDesign, Illustrator, and Photoshop.
- Historical anthropological knowledge of Florida and American material culture.

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the strategic plan or as designated by executive staff. Work environment is a combination of office setting and exhibition installation/deinstallation/maintenance, with some walking and driving between the office to the Museum and local businesses; must be able to lift up to 25 pounds.

*Final Candidates must successfully pass a background screening and fingerprinting, must be able to live and work in the United States and may be required to pass a drug test. Interview and relocation expenses are not offered.

Additional Information:

Hours Per Week: 40 Hours

Schedule: Generally, 8:00 am – 5:00 pm, Monday – Friday, evenings and weekends may be required.

Primary Work Location: Orange County Regional History Center, 65 E. Central Blvd., Orlando, FL 32801

Salary: \$25.25 – \$35.00 and a very lucrative benefits package.

*Potential salary exceeding the minimum is evaluated by Human Resources and the Department Director

Open Date: 2/17/2023

Close Date: 3/18/2023