



The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.

Antique Boat Museum Position Description

Title: **Curator/Collections Manager**

Reports to: Executive Director

Reporting to the Executive Director, the Curator/Collections Manager's principal responsibility is the care and management of the Museum's permanent collection, which spans from large artifacts, boats, engines, motors, and in-water operational fleet, to related small artifacts, library and archives. Duties include, but are not limited to, artifact-based tasks, researching artifacts and historical themes for the development of exhibitions, related programming, and publications. This position works closely with the Museum Educator, Master Boatwright, Volunteer Lead Captain, and Maintenance and Operations Manager. The Curator/Collections Manager plays a lead role in shaping the ABM's visitor experience, along with the stewardship of the collection.

Responsibilities/Tasks:

- Oversight and care of the Museum's artifact, archival and library collections
- Exhibition development
- Takes a leading role in the development and improvement of the visitor experience
- Maintains and uses CatalogIt, the collections database, making improvements in recordkeeping and care related to the collection
- Oversees volunteers and interns working in the curatorial areas and concerning research requests, processing incoming donations, incoming and outgoing loans, exhibit research and writing, and transport of artifacts, condition reports, and other routine collections management duties
- Completes paperwork and recordkeeping of collection such as forms, loans, and insurance paperwork
- Responsible for monitoring care and climate control of artifacts, exhibit conditions
- Leads and develops exhibits in galleries totaling 25,000 square feet
- Reviews collections and collaborates with Controller/Business Office on disposition of de-accessioned objects such as sale of boats
- Assists with programming of Antique Boat Museum boats off-campus

- Manages restoration projects by developing plans with Master Boatwright from larger concepts to small detail, and collates information for inclusion in the master accession files
- Works with Master Boatwright and Volunteer Lead Captain to ensure the care and use of the in-water fleet boats
- Works with Advancement Office to develop and nurture relationships with collector community
- Researches and provides information about the collection for all aspects of the Museum including publications, exhibits, press releases, and museum store
- Contributes to ABM strategy planning
- Researches and writes about boats considered for acquisition
- Serves as the Staff Team Liaison for the Collections Committee, Exhibit Committee and serves on the Education Committee
- Manages information and donations related to the boats for resale at our annual fundraising auction in collaboration with outside auctioneer

Qualifications:

MA in Museum Studies, History, or related field with 3-5+ years of both curatorial and collection management experience in a museum setting. Demonstrated history of working with large scale collection objects, maritime history, and knowledge of boats helpful.

Knowledge, Skills & Abilities:

- Dedicated individual with a pleasant demeanor and positive attitude
- Understands and adheres to the standards prescribed by the American Alliance of Museums, including the collections policies and the code of ethics, as well as accepted best practices
- Proficiency with collections management database
- Excellent written and oral communication skills
- Strong organizational, planning, and research skills
- Detail-oriented, meticulous, and conscientious in following through on assigned tasks
- Proficiency with computers in standardized word processing, and spreadsheet programs; graphics software knowledge a plus
- Ability to work independently, exercise initiative and good judgment to successfully organize and complete assignments
- Ability to collaborate and work as part of a small team, and maintain effective working relationships with donors, volunteers, and visitors
- Commitment to being an active participant in the Antique Boat Museum community by attending events, forging relationships with the local, museum and boating communities
- Commitment to learning and growing in the field
- Ability to travel, work evenings and/or weekends as necessary in the performance of assigned responsibilities

Application Instructions:

Candidates should submit cover letter, resume, two writing samples and three references to Human Resources, Curator/Collections Manager Search, Antique Boat Museum, 750 Mary Street, Clayton, NY 13624, or email to mattperrin@abm.org. More information about the position is available at www.abm.org.