

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Assistant Curator of Humanities— Creating Together	REPORTS TO:	Assistant Director of Strategic Engagement
DEPARTMENT:	Strategic Engagement	SUPERVISES:	n/a
CLASSIFICATION:	Two-year position, salaried, regular full-time exempt	SALARY:	\$50,000 per year

JOB SUMMARY

Creating Together is bringing together Native knowledge holders and other experts to renovate the permanent exhibition on the Indigenous Plateau at the High Desert Museum, resulting in an innovative approach to exhibition content and design. This two-year position will have the unique opportunity to support the final stages of this renovation, including conducting research, helping to coordinate production schedules, and assisting with the exhibition installation. In addition, the position will be responsible for launching a robust schedule of programming and educational resources following the opening of the new exhibition. From public programs to interpretive and educational resources, this position will foster excitement and meaningful engagement among broad audiences through new approaches to sharing Indigenous knowledge and worldviews in a museum setting.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

35%	<p>Exhibition Research & Development</p> <ul style="list-style-type: none"> • Collaborate with Museum staff and project advisors to support the production of media, script, and other key components for the exhibition • Conduct research and gather key content for the new exhibition • Identify images and obtain permissions and copyright clearance for images • Manage invoices and contracts for Creating Together expenses • Support with exhibit installation • Assist with evaluation instruments and data collection following the exhibition opening
35%	<p>Public Programs & Interpretation</p> <ul style="list-style-type: none"> • Plan and coordinate the opening celebration for the new exhibition and a robust schedule of public programs following the opening • Identify and communicate with speakers for public programs and coordinate program logistics • Collaborate with project advisors and other Museum staff to develop an Interpretative Guide for the new permanent exhibition • Develop and lead interpretive talks for visitors in the new exhibition
20%	<p>Education Programs</p> <ul style="list-style-type: none"> • Collaborate with project advisors and other Museum staff to develop an Education Guide for the new exhibition • Support Museum educators in developing resources and experiences that adapt exhibition content to grade level specific experiences
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • Contributes to and support the Museum’s DEAI initiatives. • Contributes to and support the Museum’s efforts toward Association of Zoos and Aquariums accreditation. • Assists with museumwide events, such as free days, fundraising gala, etc. • Other duties as assigned.

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- MA or above in a humanities discipline, such as History, American Studies, Native American Studies, Literature, or Museum Studies (degree must have been completed in the past 5 years). *Note: selected candidates will be required to provide a graduate transcript.*

EXPERIENCE

- Demonstrated experience working in collaborative settings with a preference for previous experience with community-engaged or community-driven initiatives.
- Proven experience conducting research.
- Preference for prior experience developing exhibitions and/or programming with a focus on cultural items.

SKILLS/ ABILITIES

- Knowledge of Indigenous cultures and histories with a preference for a focus on Indigenous Plateau cultures.
- Strong research, written communication, problem-solving, and critical analysis skills.
- Organizational skills and proven ability to prioritize milestones and meet multiple deadlines.

PHYSICAL ELEMENTS

- This position involves extended periods of seated or standing desk work

EQUIPMENT USE

- Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date