



Interpretive Specialist, Curatorial Job Description

Date: February 2025

Status: Non-Exempt

Reporting Supervisor: Interpretive Manager, Curatorial

Position Overview:

The Interpretive Specialist, Curatorial is a part-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the Interpretive Manager, Curatorial. This person works directly with staff and volunteers to implement museum policies and procedures regarding the protection, care, documentation, presentation and interpretation of the museum collections as well as public and private spaces. Primary responsibility is to achieve the highest professional standards of appearance and cleanliness of museum and associated areas.

Essential Duties and Responsibilities:

1. Maintain a professional attitude when working with the public, volunteer staff, guests and fellow employees.
2. Demonstrate and support a culture of diversity, equity, access, inclusion, and belonging.
3. Assist Interpretive Management staff with ongoing maintenance and cleanliness of public areas, tour routes, lower level hallway and bathrooms.
4. Assist Interpretive Management Staff with thorough and careful cleaning and ongoing maintenance of historic interiors and collections storage areas and their contents, paying strict attention to detail and care while following approved guidelines of proper handling and preservation techniques.
5. Check security and condition of all collection objects on a daily basis; report any damaged/missing objects to Interpretative Manager, Curatorial.
6. In conjunction with the Interpretative Manager, Curatorial, help with the development of collections maintenance plans, including inventory, condition assessments, and routine audits.
7. Assist the Interpretive Management staff with on-going projects within the collections and archives, including exhibitions.
8. Participate in required public events.
9. Other duties as assigned.

Qualifications:



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prior experience in a museum setting highly desirable.
2. Computer literacy highly desirable.
3. Strong interpersonal skills and ability to relate to persons of all ages and of diverse backgrounds, skills and abilities.
4. Ability to pay attention to details and be organized.

Education and/or Experience:

1. A high school diploma is required. A Bachelor's degree is preferred.
2. A bachelor's degree in history, museum studies, historic preservation, or other related field is a plus.

Usual and Customary Expectations:

1. Expect to spend 80% of the workday standing and/or walking.
2. Ability to move up to 40 pounds.
3. Frequent and regular stooping and crouching and as much as 30% of the workday may be spent kneeling.
4. Ability to go up stairs and reach high places.
5. Should be able to carry out personal and telephone conversations.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date