

Chief Curator, Maine Maritime Museum Hire date November 1, 2016 – January 15, 2017

Maine Maritime Museum, an internationally recognized cultural institution located on the Kennebec River in Bath, seeks a Chief Curator to replace the museum's longtime Senior Curator who is retiring in April of 2017. The Chief Curator will play a key role in the leadership team and help the museum continue to grow and excel. The Chief Curator leads a curatorial staff of two plus interns and volunteers, and provides the creative leadership and management of the Museum's historic object, library, and archival collections; changing and permanent exhibits; and publications program.

The Museum

Maine Maritime Museum (MMM) is an independent, nonprofit institution dedicated to promoting an understanding and appreciation of Maine's maritime heritage and culture through gallery exhibits, an historic shipyard, educational programs, a research Library, and narrated excursions along area waterways. Founded in 1962, the Museum is located on a beautiful 20-acre campus on the banks of the Kennebec River in Bath, "The City of Ships" and provides a unique experience to visitors of all ages from around the world.

MMM is on the grounds of the historic Percy & Small Shipyard, the only intact historic wooden shipyard preserved in America and the experience includes indoor galleries with changing exhibits on historic and contemporary maritime issues, the monumental evocation of the schooner *Wyoming*, an active boat shop that teaches traditional skills to students and adults, river cruises, and industry tours that help people gain an entirely new understanding and perception of Maine's maritime culture. More than 250 volunteers work with the staff, the collections, and visitors to contribute to the enrichment of thousands of lives. Engaged donors support the Museum in order to leave a lasting legacy that will inform – and transform – future generations. MMM strives to enrich the lives of residents and visitors and be the fullest expression of what a museum can be.

The MMM collections are expansive and include more than 22,700 objects, including: 523 paintings, 7,000 shipbuilding tools, more than 250 ship models, 130 small boats, eight historic buildings (seven of them on the National Register of Historic Places), navigational instruments, ships' parts, furnishings, fishing gear, engines, dioramas, textiles, and other items. The library collections include 18,000 books, 138,000 photographs in 317 collections, millions of original manuscript documents in 603 collections, more than 4,000 small manuscripts, circa 42,000 sheets of ship plans, more than 2,000 maps and charts, plus periodicals, newspapers, audio and video recordings, films, and oral histories. The collection continues to grow and evolve, representing Maine's unique maritime history and culture.

The Museum has a staff of 26 FTEs, 250+ volunteers, summer interns, and an active board of trustees. MMM is accredited by the American Alliance of Museums and adheres to the highest standards of the museum industry.

The Location

Bath, Maine is located in the southern midcoast, only 40 minutes north of Portland and 2 ½ hours north of Boston. Known as "The City of Ships," it sits at the head of two peninsulas on the banks of the historic Kennebec River. The first ship built in America by European colonists (the pinnace, *Virginia*) was built nearby and more than 400 years of shipbuilding history is celebrated here. Bath Iron Works, one of nation's most respected builders of destroyers for the U.S. Navy is located just north of the museum and continues this shipbuilding heritage today. Bath is known for its historic downtown with convenient shopping and restaurants, nearby beaches, and distinctive architecture. The area has affordable housing, cultural and recreational opportunities, and a temperate coastal climate.

The Position

Position Summary: The Chief Curator supports the mission and goals of Maine Maritime Museum by giving top priority to historical collections, strategic plan initiatives, teamwork, and public service. The Chief Curator is responsible for the creative leadership and management of the Museum's historic object, library, and archival collections; changing and permanent exhibits; and publications program. The collections and exhibits include historic buildings and structures. The Chief Curator serves as staff liaison with the trustee committee overseeing curatorial, library/archives, and publication activities.

Specific Duties Include:

- **Collecting:** responsible for all collecting decisions, accessioning, de-accessioning and disposal of de-accessioned items (with board approval) in order to build and maintain the quality of the museum's permanent collection relative to the museum's mission.
- **Collection care:** responsible for the oversight of cataloging, maintenance, storage, conservation, and all other issues relating to care of curatorial, library, and archival collections, and historic structures.
- **Exhibits:** responsible for oversight of scheduling, planning, design, storyline, artifact and image selection, label and text writing, fabrication and installation.
- **Library/Archives:** responsible for administration, management, daily operations.
- **Publications:** responsible for scheduling and overseeing work on publications; being staff liaison with authors, publishers, and others; accomplishing various editorial tasks as needed.
- **Education:** Serves as the MMM historian; provides most of the historical training for guides/docents, other volunteers and staff; plans and produces the annual maritime history symposium; lectures at the Museum and at other venues representing the Museum; advises the Education Department staff on programs relating to exhibits and collections.
- **Research:** Researches the collection and disseminates new information regularly through publication, lectures, exhibits, and other means.
- **Cultivation and Fund Raising:** Identifies objects for acquisition (through gift or purchase) in accordance to the Collections Plan and works with the Director and Development Office to identify, cultivate and nurture potential donors of collections or money; develops proposals and writes grants for funding and sponsorship of curatorial projects.
- **Community Relations:** Network and collaborate with peer institutions nationally and internationally and others in the Maine cultural community; participate in community organizations with complementary missions and goals, and represent MMM to build relationships with the Museum's audience.
- **Management and Administration:** Supervises paid staff, volunteers, and interns in accomplishing the work of the Curatorial Department; responsible for managing operating budgets and special project budgets in collaboration with the Finance Department.
- **MMM Committees:** Staff representative of the Collections Committee, also serves on the Buildings & Grounds Committee and other Board Committees as needed. Advises the Executive Director, Museum staff, and Board of Trustees on matters relating to museum history, maritime history, collections, exhibits, research, and publication.
- **Other** duties and responsibilities as required.

Qualifications

- Minimum of a master's degree or equivalent in a relevant field of study including maritime and American studies, with at least 7 to 10 years of museum curatorial experience.
- Maritime knowledge, experience, and background – either formal or informal.
- Demonstrated success working with collections and exhibitions in innovative ways.
- Excellent oral and written communication with a track record of publication and experience in lecturing to diverse audiences.
- Strong leadership and strategic project management skills. Ability to work well with a wide variety of people.
- Library/archives skills, with experience in organizing library and archival collections
- Grant-writing skills, with track record of successful grants
- Knowledgeable of current museum trends in collections, exhibitions, and education.
- Ability to work occasional evenings and weekends for special events, lectures, auctions, and travel.

This is a full-time, salaried, and exempt position.

Compensation

Salary is competitive with the market and commensurate with experience. Benefits include generous health insurance plan, vacation and sick leave, plus 403B retirement plan with employer match. Relocation assistance available.

To Apply

Applications will be accepted beginning June 1, 2016 through August 12, 2016. Selected candidates will be interviewed in September for a hiring date of between November 1, 2016 and January 15, 2017.

Please send a cover letter and resume to John Settelen, Maine Maritime Museum, 243 Washington Street, Bath, ME 04530. Electronic submissions accepted at Settelen@MaritimeME.org. No phone inquiries, please.

This position is subject to background checks including sex offender, criminal and credit checks. EOE.

The Museum is open daily (except Thanksgiving, Christmas, and New Year's Day) from 9:30 am to 5 pm. Visit www.mainemaritimemuseum.org for more information.