



# Door County Maritime Museum

Title: Curator of Exhibits

## SUMMARY:

The Door County Maritime Museum in Sturgeon Bay, WI, is looking for a Curator of Exhibits. The museum was built in 1997 and is a community icon and leading tourism attraction. The Curator of Exhibits is a full time position and is responsible for exhibit interpretation, design and installation for our three museum locations: Sturgeon Bay location, Cana Island Lighthouse and Gills Rock Maritime Museum. The Exhibit Curator works under the direct supervision of the Executive Director and works in collaboration with curatorial staff to accomplish museum goals with immersive, educational and technologically advance exhibits. As part of the management team, the position requires participation in and carrying out the organizational strategic plans. The Curator is responsible for drafting and remaining within the confines of an annual exhibition budget which includes: maintenance of existing exhibits, creating new exhibits and consultative planning. This position may also be required to provide assistance to other departments and/or positions when such duties overlap, such as fundraising, collections management, marketing and event coordinating. The core goal of this position is to develop innovative and creative exhibits of Door County's rich maritime history, and more broadly, the Great Lakes maritime history in a thoughtful, creative and engaging manner.

## RESPONSIBILITIES AND DUTIES

- Provide excellent customer service, promote the museum's mission and vision in all activities
- Follow professional museum standards, conservation principles, museum procedures
- Work collaboratively with associates of the museums
- Supervise curatorial interns, volunteers, and temporary staff as needed and assist with administrative, collections, research, and exhibit maintenance work
- Represent the values and mission of the museum both within and outside of the building
- Work to fulfill the museum's operating and strategic goals
- Help develop and give presentations on Door County maritime topics for outside groups or organizations
- Explore thematic development and design of exhibits
- Design, prepare, construct and install exhibits
- Organize and develop a plan for conducting audience evaluations
- Manage exhibit vendors and negotiate with lending institutions
- Conduct tours for VIPs, exhibit openings and tour groups as needed
- Assist in writing grants and corporate sponsorship proposals with Development Manager for exhibition proposals

- Monitor and ensure assigned duties are carried over by assigned interns or staff in accordance with written/verbal guidelines; take initial remedial action and report discrepancies
- Plan and recommend new programs and initiatives to the Executive Director, Curatorial Committee and implement changes
- Prepare and monitor exhibition and expenses
- Attend training and develop relevant knowledge, techniques and skills for curation
- Adhere to written/verbal health and safety policies, and other requirements relating to museum/facility equipment
- Perform other duties as assigned by the Executive Director

#### SKILLS AND ABILITIES

- Master's Degree; Or a Bachelor's Degree in a relevant field with several years of museum experience with duties including exhibit design
- Excellent verbal and written communication skills
- Knowledge in modern exhibit creation & design methods
- Demonstrate a clear vision of correct curatorial practices with an appreciation for maritime history
- Demonstrates resourcefulness, good judgment, excellent oral and written communication skills and excellent organizational skills
- Self-directed and has the ability to work independently
- Highly motivated, detail oriented and possesses a strong creative side
- Ability to problem solve, manage multiple projects, and function in a cooperative team environment
- Excellent public relations and customer service skills, including customer service concepts and techniques
- Strong interpersonal skills and the ability to work within a committee structure
- Ability to communicate effectively with outside staff at our other two off-site locations (Gills Rock and Cana Island)
- Computer literacy skills including a relative proficiency in Microsoft Office and PastPerfect software
- Ability to work a flexible schedule that may include evenings, weekend and holiday assignments

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually quiet. There will be times when this position is expected to travel or work off-site and as such may be subject to various climates including winter exposure.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 60 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### HOW TO APPLY

Qualified applicants are encouraged to apply by sending a resume to:

Attn: Amy Paul, Executive Director  
Door County Maritime Museum & Lighthouse Preservation Society  
120 North Madison Avenue, Sturgeon Bay, WI 54235  
Tel: 920-743-5958 | [info@dcm.org](mailto:info@dcm.org) | [www.DCMM.org](http://www.DCMM.org)