



Laura Ingalls Wilder
Museum and Tourist Center
330 Eighth Street
Walnut Grove, Minnesota 56180
Home of “On the Banks of Plum Creek”
507-859-2358 www.walnutgrove.org

Curator – Job Description

We are seeking a passionate, detail-oriented, and organized Curator to join our Museum team. This individual will play a vital role in shaping the vision, interpretation, and presentation of our collections and exhibitions. The Curator will oversee the care, research, and documentation of the Museum’s collection, while contributing to programming that engages and inspires our visitors and community. Hourly wage of \$21.38. Bachelor’s degree in a related field is preferred. Send resume and filled out application (located on second page) to lauramuseum@walnutgrove.org

1. Plan and coordinate new exhibits and other educational programs
 - Programing for School tours and events
2. Manages Collections processes and record keeping through Catagloglt software
 - Acquisition, documentation, classification, cataloging, inventory, disposition, etc.
3. Oversee Collections Committee
 - Work with committee members to make plans and decisions regarding Museum Collection
4. Monitor Collections environments
5. Develop Disaster plans
6. Supervise employees and volunteers regarding Collections care
7. Attend Board meetings and provide printed (preferred) report of Collections work
 - Acquisitions, disposals, plans, displays, etc.
8. Track and report Collections expenditures against budget - communicate with Director and report to Board as needed
9. Coordinate historical research relevant to Walnut Grove
10. Communicate Collection updates and need via the Museum Newsletter
11. Work with Donors (of items or financial gifts)
 - Maintain donor lists and members list
12. Assist with Gift Store as coordinated with Director
13. Work with Director in developing/updating printed Museum Guide for visitors
14. Actively seek out Grants and other funding opportunities to benefit the museum
15. Assist with valuation for insurance purposes
16. Other Museum operations as directed

JOB APPLICATION

Laura Ingalls Wilder Museum
330 Eighth Street, Walnut Grove, Minnesota 56180
507-859-2358

Laura Ingalls Wilder Museum is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name:

Address:

City, State and Zip Code:

Telephone Number:

Email Address:

Date of Application:

Employment Position

Position(s) applying for: _____

How did you hear about this position?

What days are you available for work?

What hours or shift are you available for work?

On what date can you start working if you are hired?

Do you have reliable transportation to and from work?

Personal Information

Are you a U.S. citizen or approved to work in the United States?

Yes

No

What document can you provide as proof of citizenship or legal status?

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes

No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: laura Ingalls Wilder Museum complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location {City, State}	Year Graduated	Degree Earned

College/University

Name	Location {City, State}	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location {City, State}	Year Graduated	Degree Earned

Military:

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

Additional Information:

Are you at least 16 years of age?

AT-WILL EMPLOYMENT

The relationship between you and the Laura Ingalls Wilder Museum is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Laura Ingalls Wilder Museum. No representative of Laura Ingalls Wilder Museum has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: _____

Dated: _ _ _ _ _