

JOB TITLE: #1734 Curator of 3D Objects

OPEN TO: This job is open to all applicants.

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

SALARY: \$4,330.00 monthly minimum, commensurate with experience

STATUS & HOURS: Full-time, regular (approximately 2,088 annual hours) position.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DEPARTMENT: Collections

CLASSIFICATION: 11L Professional

SUPERVISORY: No

HIRING MANAGER: Director, Collections

POSTING DATE: January 12, 2023

DEADLINE DATE: Open until filled *Applications received before February 15, 2023 will receive priority consideration.

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to shape the future of the Minnesota Historical Society's collection of 3D objects and to advance the management, development, and access to 3D collections materials related to Minnesota history and culture. The incumbent plays a vital role in developing, documenting, interpreting, and growing access/use of MNHS's 3D collections through research, exhibits, education, and other forms of engagement.

The curator of 3D collections collaborates with MNHS leadership, the director of Collections, peer curators and collections management colleagues, colleagues across the organization, and with an engaged community of external stakeholders to embed collections in the telling of history and stories across the organization; and to further the strategic priorities and the mission of the organization related to transforming access, expanding authority and expertise, and creating a sustainable future for the use, growth, and stewardship of collections materials.

Working independently as well as part of a team, the curator is responsible for collection development, acquisitions, and engaging with collections holders, creators, and their communities. They work with colleagues to steward and provide access to MNHS collections through research, programming, and exhibits; communicate with donors about ongoing collection needs and priorities; and offer intellectual guidance to Library catalogers, reference staff, and other colleagues about new and existing

collections materials. The successful candidate should have extensive knowledge of 3D collections, a demonstrated interest in Minnesota history, culture, and communities; and a commitment to and experience with fostering and maintaining equitable and respectful partnerships within a large organization with a diverse public.

SUMMARY OF WORK: 1) Lead the collaborative work to develop and strengthen the MNHS collection of 3D and related collections materials; 2) Play a leading role in working with colleagues across MNHS to promote access to and engagement with MNHS collections; 3) Contribute to MNHS's commitment to sharing Minnesota history through community engagement and partnerships, locally and nationally; and 4) Contribute to organizational strategic priorities and initiatives through active participation in leadership, committee, and other opportunities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- Experience in a museum or library field or equivalent.
- Four years of curatorial or collection development experience.
- Demonstrated interest in and knowledge of Minnesota history and culture.
- Demonstrated knowledge of material culture and 3D/museum/artifactual collections.
- Experience developing, handling, documenting, and making accessible archival and special collections.
- Experience working with donors, in kind and financial; negotiating acquisitions.
- Ability to provide supervision and work direction to staff, interns, and volunteers.
- Commitment to fostering an inclusive and welcoming environment that embraces diverse viewpoints and experiences.
- Willingness to use a ladder to reach high places and storage.
- Ability to lift up to 50 pounds.
- Ability to work in an environment where the air quality is sometimes lowered because of air particles.
- Ability, flexibility, and willingness to occasionally work a varied schedule, including evenings and weekends.
- Ability and willingness to travel.
- Valid driver's license.

DEMONSTRATED ABILITY TO:

- Lead projects and provide work direction to staff, interns, and volunteers.
- Work effectively and inclusively with diverse people and groups both internally and externally.
- Communicate effectively and inclusively in writing, by phone, and in person with diverse audiences and constituencies.
- Engage audiences in public presentations including lectures, classroom presentations, or other venues.
- Build community relationships.
- Use Microsoft Office and Google software and email, as well as, internet and media technologies.
- Take initiative, to work independently and as a member of a team, and to be self-motivated.
- Coordinate work, manage time, and stay organized, including experience with budget oversight.
- Lead projects that incorporate multiple stakeholders.

KNOWLEDGE OF:

- United States and Minnesota history.
- MNHS collections.

DESIRED QUALIFICATIONS:

- Advanced degree in Museum studies, Library and Information Studies, History, or related fields.
 - Demonstrated contribution to relevant fields of study.
 - Active involvement in a professional association.
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Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.