



New England Ski Museum

skimuseum.org

Franconia Notch Branch

135 Tramway Drive
Franconia, NH 03580

Eastern Slope Branch

2628 White Mountain Hwy
North Conway, NH 03860

Job Description

Curator

Summary

The Curator's primary responsibilities are collection management and outreach, including presentations, exhibits, educational programs, and social media.

This is a part-time hybrid position, requiring approx. 10-15 hours per week on a flexible schedule. Some tasks can be completed remotely, while others will require an in-person presence at the Museum's archives in Franconia, NH.

The position reports to the Executive Director.

Key Responsibilities & Job Duties

- Manages all aspects of the museum's physical and digital collections and archives based on industry standards and best practices, including acquisition, accessioning, cataloging, and preservation of the collections;
- Implementation of the new online Museum catalog "Odyssey";
- Prepares content (written, graphic, audio-visual) for outreach: for articles, press releases, website, online newsletters, social media, presentations, educational programs and activities;
- Plans, researches, organizes, and directs ski history-related museum activities such as exhibits, presentations, and educational programs;
- Manages fulfillment of research, image, and video requests and licensing;
- Assists with grant writing and fundraising campaigns to support the museum and its collections;
- Assists with the Hannes Schneider Meister Cup and other fundraising events;
- Other duties and responsibilities as designated by the Executive Director.

Working Conditions

The Ski Museum Curator role necessitates regular in-person presence and work at the museum's archives in Franconia Notch (I-93) but is rather flexible and specific projects may be done remotely as long as performance goals are being met.

Qualifications

Education & Preferred Experience

- Minimum of Bachelor's degree in history, art history, museum studies, archaeology, or related fields;
- Experience in museum curatorial work and archival studies;
- Experience in historical research;
- Experience with digital collection management;
- Knowledge of museum best practices, collection preservation, and museum technologies;
- Familiarity with skiing and ski history.

Skills & Abilities

- Excellent written and oral communication skills, including public speaking;
- Strong research skills;
- Strong proficiency in technology;
- Proficiency in graphics arts and design;
- Proficiency in handling, processing, and digitizing images, audiovisual material, documents, artefacts;
- Proficiency in archival software;
- Ability to work both collaboratively *and* independently;
- Ability to climb stairs and sit and work on computers for extended periods;
- Ability to walk on snow or ice-covered surfaces;
- Ability to lift 45 pounds overhead;
- Possession of a valid driver's license and reliable transportation.

This is a part-time position, non-exempt, paid hourly, no benefits. Approx. 10-15 hours per week. Starting pay rate is \$23-25 per hour - commensurate with experience.

We encourage students to apply, particularly since we envision this position to grow, both in scope and hourly commitment. Future responsibilities and projects would include taking over our quarterly Museum Journal as main writer and editor and the digitization of the museum collection. We hope to make this a full-time position long-term.

If you have any questions, please reach out to Andrea Masters, Executive Director, at andrea@skimuseum.org

Please send a cover letter, resume, and three references to Andrea Masters, Executive Director, at andrea@skimuseum.org to apply for this position. The position remains open until filled.