



Job Posting: Specialist Curator- Women, Communities of Color, Indigenous Peoples and WWI

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Reports: Vice President of Collections and Senior Curator

The National WWI Museum and Memorial is America's leading institution dedicated to remembering, interpreting, and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second-oldest public museum dedicated to preserving the objects, history, and experiences of the Great War.

The Museum and Memorial is hiring for a curator specializing in the experiences of women, communities of color, and indigenous peoples in the First World War. This curator will help enhance exhibitions and resources, increase its collections of respective objects and materials, and strengthen public programming on the experiences of women and historically underrepresented groups in the First World War. The Museum and Memorial takes a non-partisan, inclusive interpretive approach.

Qualified candidates are encouraged to apply for this position and join the Museum and Memorial in this exciting initiative.

Position Summary: The *Specialist Curator - Women, Communities of Color, Indigenous Peoples and WWI* is responsible of the care, growth, and management of historic objects in the National WWI Museum and Memorial's collection that relates to the experiences of women, communities of color, and indigenous peoples in the First World War. This includes implementation of the collection's acquisitions, conservation, and exhibition activities in this area of focus. It will also include working with diverse communities to incorporate the voices of women and historically underrepresented groups in general and specific exhibits, collections management, publications, and public programming. Additional responsibilities include research and interpretation as applicable to exhibition preparation, disseminating results of that research through publications, exhibits, lectures, or other means. Working closely with the Vice President of Collections and Senior Curator, the Specialist Curator of Faith, Religion and WWI, the Director of Exhibitions and Registrar, and other appropriate staff, the *Specialist Curator - Women, Communities of Color, Indigenous Peoples and WWI* is responsible for ensuring the collection continues to be professionally maintained and properly cared for; and that new acquisitions are accessioned into the collection in a timely fashion and fully documented.

The incumbent is expected to embrace the National WWI Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This position is a full-time, exempt position. The position is grant funded and is anticipated to be a five-year prospect.

Salary: \$63,000-\$70,000.



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Responsibilities:

- Active acquisition responsibilities globally and curation of museum's collection that relate to women, communities of color, and indigenous people's experiences in WWI.
- Responsible for maintenance of relevant artifacts' storage, cataloging, packing, and shipping.
- Conducts minor conservation of collections items.
- Participates as a member of the Museum's Collections committee, and advises Board of Trustees, committee members and other staff on collection matters.
- Conducts research and produces scholarship related to the experiences of women, communities of color, and indigenous peoples in WWI.
- Develops exhibitions that relate to the experiences of women, communities of color, and indigenous peoples in WWI including exhibit conception, design, research, label writing and installation.
- Primary contact for artifacts and public inquiries about WWI information in specialist area.
- Serves as the museum resource on subject matter for media interviews, locally, nationally, and internationally.
- Gives lectures and public presentations on subject matter expertise and knowledge of the museum collection as well as general history of WWI. Provides outreach to scholars and conducts tours of the museum to various groups and VIPs.
- Collaborates with Development in grant application projects and fostering of potential benefactors relating to artifact acquisitions, or other related matters.
- Ensures acquisitions are accessioned into the collection in a timely fashion including required documentation and digitizing.
- As coordinated through the Vice President of Collections and Senior Curator, supports museum Education Department objectives.
- Completes other duties as assigned by the Vice President of Collections and Senior Curator.

Education and Experience:

- Master's degree in history, museum studies or a related field is required.
- A minimum of two years of museum curatorial experience is preferred.
- Extensive knowledge of professional museum principles, practices and procedures especially in collections management.
- Knowledge of research tools, methodology and accessible presentation of information.
- Good communication skills.
- High level of interpersonal skills.
- Self-directed and motivated.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. Duties, responsibilities, and activities may change at any time with or without notice.



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Work Environment: *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines..*

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. While performing the duties of this job, the employee is regularly required to talk and hear. This position can fluctuate between a sedentary role, or is very active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.*

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions.

The National WWI Museum and Memorial is an equal opportunity employer.

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package, including: pre-tax/Roth 401(k) matching program; health, dental, vision, life



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with AD&D, and short-/long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

Application Instructions and/or Questions:

Please send your cover letter, resume, salary requirements and portfolio to:

Human Resources

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE.

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information.

Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.