



## Job Posting: Full Curator

**Position:** Full Curator

**Reports:** Vice President of Curatorial Affairs and Chief Curator

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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 the position of Full Curator specializing in the history and material culture of WWI. This curator will enhance exhibitions and resources, increase the Museum collection of WWI material culture, and strengthen public programming on the experiences of combatants, civilians, communities and cultures in WWI. This position is responsible for the permanent collection, gallery installations, generating original exhibitions, and serves as a member of cross-institutional teams including, but not limited to, curatorial, exhibition-related, outreach, development, and educational museum projects. The Museum and Memorial takes a non-partisan, inclusive interpretive approach.

**Position Summary:** The *Full Curator – National WWI Museum and Memorial* is responsible for the care, growth, and management of historic objects in the National WWI Museum and Memorial's collection. This includes implementation of collection acquisitions, conservation, and exhibition activities. Additional responsibilities include managing a team of specialist curators, research and interpretation as applicable to exhibition preparation, and disseminating results of that research through publications, exhibits, lectures, or other means. Working closely with the Vice President of Curatorial Affairs and Chief Curator, specialist curators, the Director of Exhibitions and Collections, the Museum's Registrar and other appropriate staff, the *Full Curator – National WWI Museum and Memorial* is responsible for conceptualizing and developing exhibitions; ensuring the collection continues to be professionally maintained and properly cared for; and that potential new acquisitions are identified, procured, and 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.

Work schedule: Monday through Friday, 8:30 am to 5:00 pm with infrequent modifications for special Museum events when needed. This is a full-time, salaried, exempt position.

Salary: \$69,000-\$87,000.

### **Responsibilities:**

Collections:



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- Assists and advises the Vice President of Curatorial Affairs and Chief Curator on matters concerning the collection, its documentation, care, and disposition.
- Active acquisition responsibilities globally and curation of Museum's collection that relates to experiences of combatants, civilians, communities, and cultures in WWI.
- Works to develop collections with local, national, and international donors and collectors to strengthen the Museum's collection through gifts and purchases.

### Exhibitions:

- Develops exhibitions that relate the experiences of combatants, civilians, communities, and cultures in WWI including exhibition conception, development, and installation.
- Conceptualizes, develops, and produces exhibitions and collections installations in all media that place the collection in cultural and historical contexts.

### Research:

- Conducts research and produces scholarship related to the experiences of combatants, civilians, communities, and cultures in WWI.
- Catalogues and conducts research on collection objects and works with the Museum Registrar to create and update accession files.

### Outreach:

- Serves as the Museum resource on relevant 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 groups and VIPs.

### Management:

- Direct supervisor of subordinate curatorial team (currently 2 FTE positions).
- Oversees the establishment of goals, articulation of priorities, development of schedules and checklists, and assignment of tasks to enhance the work of the Museum.

### Donor Relations:

- Supports the President and CEO as well as the Development Department in promoting relationships with donors and collectors.
- Collaborates with Development Department in grant application projects and fostering of potential benefactors relating to artifact acquisition or other related matters.



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Completes other duties as assigned by the Vice President of Curatorial Affairs and Chief Curator.

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.

### Education and Experience:

- Full Curator = Master's degree in History, Museum Studies, or a related field required, PhD preferred.
- 4+ years of curatorial experience in a museum.
- Knowledge of the history and material culture of WWI and/or early twentieth century.
- Experience supervising staff and/or managing a team of people on large projects with cross-departmental reach.
- Extensive knowledge of professional museum principles, practices, and procedures especially in ethics, curation, and collections management.
- Organization Skills: Ability to establish priorities, meet deadlines, supervise and handle numerous assignments concurrently.
- Leadership and Diplomacy: Possess excellent diplomacy and leadership skills and the ability to effectively collaborate with and motivate a larger project team to meet quality expectations. Highly effective as a team member.
- Communication Skills: Ability to interact professionally with all levels of internal staff and with external stakeholders. Strong interpersonal communication skills; diplomatic and collaborative work style. Excellent public speaking skills and ability to work with multiple audiences.
- Relationship Management: Excellent relationship management skills with proven ability to quickly earn the trust of key stakeholders, mobilize and motivate others, set direction, and approach, and resolve conflict.
- Emotional Intelligence: High EQ (emotional intelligence) with experience managing and building positive relationships with cross-functional teams.

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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.*



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**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.*

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### **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.

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



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### Application Instructions and/or Questions:

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

#### **Human Resources**

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: [human-resources@theworldwar.org](mailto: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.