



# ***KODIAK HISTORICAL SOCIETY***

*101 MARINE WAY, KODIAK, ALASKA 99615  
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[www.baranovmuseum.org](http://www.baranovmuseum.org)*

## **Job Description**

### **Kodiak Historical Society Curator of Collections and Exhibits**

The Kodiak Historical Society Curator is the person primarily responsible for 1) securing and caring for the objects and artifacts in the collections, and 2) facilitating public access to the collections through research, interpretive writing, and exhibit design.

#### ***Duties and Responsibilities***

##### **Collections Management (35%)**

- Manages all aspects of the object collections including planning, acquisitions, registration, cataloguing, and inventory procedures.
- Coordinates care and conservation of the collection including preventive strategies, pest management and basic conservation procedures.
- Oversees security of collections storage areas.
- Coordinates and leads biannual Acquisition Committee meetings.
- Reviews and updates policies and procedures related to collections management.

##### **Collections Research and Interpretation (30%)**

- Facilitates public access to, and understanding of, the collection through research and publication in a variety of traditional and new media.
- Assists with public research requests as needed.

##### **Exhibit Planning and Design (35%)**

- Works with Museum Director to coordinate aspects of exhibit design, development and maintenance.
- Updates existing exhibits and interpretive materials as necessary; plans for renovation or upgrade of gallery interiors, equipment and furniture.
- For temporary exhibits - prepares concept scripts, produces exhibit text labels, and incorporates other media appropriate and necessary to interpret an exhibit's key messages.
- Works with Curator of Education to plan public outreach program content (such as tours, lectures, classes) for traveling and temporary exhibits.

### ***Qualifications:***

Master's degree in Museology, Public History, Historic Preservation, History, Archaeology, Anthropology or closely related field; or Bachelor's degree in above field and three years of experience in history-related museum.

Research experience and capability required; experience with Alaska history preferred.

Considerable knowledge of professional museum principles and practices.

Must possess strong verbal and written communication skills, an understanding of interpretive writing, and the ability to communicate ideas in a variety of written and oral formats.

Experience in grant research and writing preferred.

Must be able to independently organize, develop, plan and produce projects.

Must be able to interact effectively with all age levels and cultural backgrounds; bilingual skills are a plus.

### ***Compensation and Benefits***

Salary is \$35,000 to \$43,000, depending on experience, with regular annual increases.

Following successful completion of a 3-month probationary period:

- Health Insurance: the Society will pay 90% of monthly insurance premiums, plus \$100 per month into employee's health savings account.
- Combined leave accrual at 10 hours per month for first two years; 16 hours per month thereafter.
- 8 paid holidays per year

Following two years of employment:

- Society contributes to employee's SEP IRA retirement savings plan in an amount equal to 3% of annual salary.

Interested applicants should submit a resume via email, by May 13, 2016, to Tiffany Brunson, Executive Director, [baranov@ak.net](mailto:baranov@ak.net) or mail to:

Kodiak Historical Society  
Baranov Museum  
ATTN: Tiffany Brunson  
101 Marine Way  
Kodiak AK 99615