



JOB ANNOUNCEMENT

MUSEUM CURATOR

Announcement Date: April 22, 2022
Work Schedule: 40 hours per week 8:30 am to 5:00 pm; occasional evening hours may be required
Salary Range: Exempt: Salary Range \$53,000 - \$58,000
Start Date: Immediate start date desired.

Position Summary:

The Curator is a key member of Pearl S. Buck International (PSBI) primarily responsible for implementing curatorial care and collections management operations and preservation procedures of the National Historic Landmark home of Pearl S. Buck. Responsibilities include direct and oversee the curatorial care, management, preservation and conservation of the collection. Maintain and update collection inventory in Past Perfect. Manage daily operations of the Pearl S. Buck House tour desk and volunteers to ensure adherence to professional museum standards so visitors are served by a vibrant workforce comprised of staff and volunteers. Support and develop exhibits and student visitation programs. Professionally represent Pearl S. Buck International to ensure sector leadership through participation with museum related professional associations and with Pearl S. Buck Museums and related institutions. Support organizational initiatives and activities to ensure operational goals and objectives are achieved.

Position Requirements:

- BA/BS in History/Museum Studies (Master's preferred) with minimum 3 to 5 years experience as a Curator or in collections management field position required
- Must have valid driver's license & current automobile insurance coverage & the ability to travel within the community throughout the workday with full time access to an automobile
- Ability to work 40 hours a week with flexible scheduling to include evening & occasional weekends when needed for special event activities, rental activities, & speaking engagements
- Proven knowledge and understanding of curatorial principles, methods, procedures & techniques
- Prior experience with interpretation of collections and is able to communicate that knowledge in a variety of written and oral formats
- Proven knowledge and understanding of the techniques of selection, evaluation, preservation, restoration, & exhibition of objects, photographs, books & ephemera
- Proven experience in forming solid relationships with volunteers, other employees, and the public all of whom have diverse backgrounds, personalities and accomplishments
- Background knowledge and appreciation for historic collections
- Proven experience in public speaking both formally and extemporaneously
- Proven knowledge of Past Perfect software.
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes

Organization Description:

Pearl S. Buck International (PSBI), a non-sectarian organization that provides opportunities to explore and appreciate other cultures, builds better lives for children around the globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home. This is a full-time position at our home office located in Hilltown, PA (Bucks County).

Pearl S. Buck International will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. Our home office is located on a quiet Bucks County estate, which accompanies the remarkable home that belonged to Pulitzer and Nobel Prize-winning author Pearl S. Buck. At Buck's home it tells the story of an extraordinary life, worthy of the historic landmark designation it carries. Visit our website at www.pearlsbuck.org for more details.

Resumes should be Faxed to (215) 249-9657
Emailed to jreeder@pearlsbuck.org or Mailed to the above address
before April 20, 2020; as soon as possible