

DATE: 1 November 2016
Open until filled.

POSITION: Curator of Collections
Oneida Community Mansion House
Oneida, NY USA

TYPE: Part-time (30 hrs./wk.) with full-time pending funding.

SALARY RANGE: Commensurate with qualifications

ABOUT THE ORGANIZATION:

Oneida Community Mansion House (OCMH) is the historic residence of the utopian Oneida Community and a National Historic Landmark (1965). It comprises five architecturally significant 19th and early 20th century buildings on a 200-acre site. The essential mission of OCMH is “to share the story of the Oneida Community and to explore pressing social issues that still confront audiences today.” OCMH is chartered by the New York State Education Department (1987) and is a 501c3 non-profit corporation.

Public facing activities of OCMH include the preservation and interpretation of the architecture, material culture, landscape and intangible heritage connected with the site, and the practices of utopianism and improvement during the nineteenth and twentieth centuries.

JOB DESCRIPTION:

The Curator is an essential and scholarly interpreter of the National Historic Landmark and its collections, and ensures that site and collections are safe, documented, stored, and accessible to stakeholders as appropriate. S/he curates collections, site and the tangible and intangible heritage of the Oneida Community, other utopian efforts, Oneida Community Ltd., and related social practices and historical contexts. The Curator reports to the Executive Director and collaborates with other staff including the Registrar, Curator of Education, and volunteer assistants.

SPECIFIC DUTIES:

- Develop and catalogue the collections of the organization through purchase, gift and loan.
- Administer and keep current all legal and historical records documenting the objects owned, borrowed, loaned, or otherwise in the custody of the organization; coordinate periodic collection inventory.
- Interpret and collaborate in interpreting collections and history for diverse bands of stakeholders.
- Monitor/supervise the location, security, condition, storage, handling, packing, and transport of museum objects, by staff or others, on and off premises.

- Collaborate with other staff to plan, budget and implement strategies for curatorial activities, collection management, preventive conservation, and other requirements pertaining to tangible and intangible heritage and collections.
- Identify funding opportunities in support of plan and collaborate on funding and grant applications.
- Invite and coordinate scholarly access to collections and site.
- Assert IP rights regarding collections and coordinate reproduction permission for publication and loans.
- Contribute to public affairs and public programming activities as appropriate.
- Write for external publication and co-edit OCMH publications.

REQUIREMENTS

MA in a relevant discipline. Ph.D. preferred.

Demonstrated scholarly and interpretive competencies regarding 19th and early 20th century America and the trans-Atlantic world.

Proficiency with PastPerfect and Microsoft Office.

Excellent written and verbal communication skills.

SPECIAL INSTRUCTIONS:

Successful applicants will submit a letter explaining interest and qualifications, a current CV, references, and a brief writing sample such as a published essay.

Forward application materials to:

Kevin Coffee, Executive Director
Oneida Community Mansion House
170 Kenwood Avenue
Oneida NY 13421.

Or by email (preferred): kcoffee@oneidacommunity.org.