



The Ruth Mott Foundation is accepting applications for a full time **Manager of Curatorial Affairs** at Applewood Estate in Flint, Michigan. The Ruth Mott Foundation is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate to demonstrate and support its mission. The estate consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs and is open to the public Thursday through Sunday May through October.

Job Position: Manager of Curatorial Affairs

Starting Salary Range: \$57,470 to \$68,968

Job Purpose: Oversees the preservation and supports interpretation of the historic collections and buildings at Applewood Estate. Leads and provides mentorship to the museum team of paid staff and volunteers in the care and conservation of diverse collections, tells the story of the Mott Family and Applewood through a variety of programming by supporting the education team with historical information and research, developing exhibits on and offsite and through various media, and providing technical assistance at Applewood Estate and in the community. Researches and shares the collections to provide new insight into the Mott Family's legacy and commitment to civic participation. Supervises the Collections Technician and volunteers.

Essential Duties and Responsibilities:

- Responsible for the maintenance, care, and preservation of the museum collection materials at Applewood as well as the historic buildings.
- Oversees and manages a team of museum professionals who help care for the historic buildings and collections. Provides on the job training and mentorship as appropriate and seek out opportunities for employees to skill-build, learn, and advance in all stages of their careers.
- Leads research initiatives and identifies and interprets materials and content that highlight the Motts' commitment to civic participation or other agreed upon interpretive themes. Provide historical context to support programming interdepartmentally particularly education and visitor services. Model appropriate discretion about the Mott family collection.
- Works with the Visitor Services team to support guides' training and develop evaluation tools that support Applewood's interpretive themes.
- As necessary, identifies and works with outside contractors for conservation and preservation needs that cannot be accomplished with in-house resources.
- Monitors staff performance and conducts performance appraisals.
- Develops and manages the Collections Department budget.
- Oversees volunteer programs related to collections.
- Works with Director of Collections and Education and Collections Assistant to oversee accurate record keeping for collections and institutional archives. Provides insight and recommendations for data management systems that can be used remotely, accessible in all buildings at Applewood, supports historic collections and institutional archives, and uses metadata and Digital Asset Management (DAM) best practices.

- In conjunction with other Collections staff, provides courier services as necessary and performs condition reports for collections items on loan.
- Works closely with the Visitor Services team to identify volunteers to assist with archival and museum related tasks. Supports Collections Technician and Collections Assistant in their work with volunteers.
- Works closely with the Community Engagement Officer identifying technical assistance projects in the community and supporting capacity building efforts through historic preservation projects and trainings.
- Assists with development and implementation of Applewood's Master Plan particularly related to on site preservation needs that include construction and conservation projects.
- Assists with and supports the implementation of the Ruth Mott Foundation's strategic plan as it relates to Applewood.
- Completes other duties as assigned.

Qualifications:

- Master's Degree in a related area/subject. Preferred degrees include: Museum Studies, History, Anthropology, Public History, Art History or Arts Administration.
- Strong leader with a minimum of five years of experience in a museum or cultural institution.
- Minimum of three years of supervisory experience, preferably with collections care staff and/or volunteers.
- Experience with cleaning, preservation, and conservation techniques for a variety of media including 3D, 2D, and multimedia formats.
- Experience in exhibition development, disaster planning, and curatorial best practices.
- Skilled in public speaking, writing a variety of business-related communications, and preparing and delivering presentations and trainings. Ability to work collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Research, analytical, organizational, computer, and writing skills required.
- Ability to be flexible, accurate and detail oriented; be able to handle multiple tasks and tight deadlines with efficiency and accuracy.
- Demonstrated ability for critical thinking, independent judgment, and creative problem solving.
- Excellent communication and interpersonal skills.
- Proficiency with Microsoft Office Suite, Past Perfect or similar collections management software, and web applications.
- Holds a valid driver's license.

The Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to Resumes@ruthmott.org by April 9, 2021.