



Curator
North American Bison Discovery Center

Overview

We are seeking a highly knowledgeable and passionate individual to fill the position of Curator at the North American Bison Discovery Center. The Center recently completed a lengthy master planning process, with a focus on community engagement, exhibits and educational programs. The Curator will be the creative and managerial force behind the development and implementation of these initiatives.

As Curator, you will also be responsible for preserving, researching, and showcasing the rich history of the North American bison and its role in shaping our cultural, ecological, and economic landscape by providing an engaging and educational experience for visitors, both in-person and online. You will oversee the museum's collection, design exhibits, develop educational and outreach programs, conduct research, and collaborate with staff and stakeholders to promote the Center's mission.

This is a regular full time position reporting to the Executive Director. Salary range is \$50,000-\$60,000/year. A prioritized description of responsibilities is provided below.

Responsibilities:

- 1. Education and Outreach:** Develop and implement educational programs, workshops, and lectures for diverse audiences, including schools, community groups, and the general public. Collaborate with local schools and universities to create educational resources and support curriculum needs. Foster community engagement by participating in public events, giving presentations, and networking with related organizations.
- 2. Exhibit Design and Development:** Plan, design, and develop engaging and informative exhibits that showcase the North American bison and its role in shaping the cultural, ecological, and economic landscape of North America. Coordinate with exhibit designers, fabricators, and other professionals to ensure the successful execution of exhibit projects. Incorporate interactive displays, multimedia presentations, and other innovative techniques to enhance visitor experience.
- 3. Research and Interpretation:** Conduct thorough research on bison history to deepen the museum's knowledge base. Develop interpretive materials, such as labels, brochures, and

audio guides, to provide context and insight into exhibits. Stay up-to-date with the latest scholarly advancements and trends in bison restoration. Publish scholarly articles, papers, and reports based on research findings to contribute to the field of public education about bison and sustainable bison population restoration.

4. Collection Management: Acquire, catalog, document, and preserve artifacts, photographs, documents, and other historical items related to our mission. Implement best practices for storage, handling, and conservation of museum collections. Maintain accurate records of acquisitions, loans, and deaccessions. Previous curatorial staff have created relevant policies, and oversaw the organization of the collection, so the curator will be expected to, at minimum, maintain the standards set in policies developed prior to their arrival.

5. Museum Administration: Manage budgets, grants, and fundraising initiatives to support museum operations, acquisitions, and exhibit development. Supervise museum staff, interns, and volunteers, providing guidance and support for their roles. Collaborate with marketing and communications teams to promote the museum and its programs through various physical and digital media.

6. Facilities Maintenance: Ensure facilities and grounds are safe and free of hazards, perform cyclical maintenance, plan and implement pest monitoring and management.

Requirements:

- Bachelor's or master's degree in history, museum studies, anthropology, or a related field.
- Proven experience (minimum of 3-5 years) working in a museum or cultural institution, with a focus on educational programs, community engagement, exhibit design, and collections management.
- Strong knowledge and passion for (or strong interest in learning about) bison and its role in shaping the cultural, ecological, and economic landscape of North America, as well as related topics such as agricultural practices, Indigenous peoples and histories, and wildlife conservation. Prior experience in one of these areas is preferred.
- Proficiency in research methodologies and the ability to interpret historical documents and artifacts.
- Excellent organizational, time management, and problem-solving skills. Strong communication and interpersonal skills to collaborate with staff, stakeholders, and the public.
- Familiarity with PastPerfect and technology for cataloging and digital preservation.

At the North American Bison Discovery Center, you will play a vital and highly visible role in preserving and sharing the stories of the North American bison with visitors, particularly in showcasing the cultural, historical, and ecological significance of bison and their impact on various aspects of human society.

We are looking for an out-of-the-box, solutions-oriented, self-directed individual who finds purpose in helping museums grow. If you are passionate about history, exhibit design, and creating engaging educational experiences (both in-person and virtual), we invite you to apply for this exciting opportunity.

Applications accepted until February 15, 2025. Projected start date is April 1, 2025. Please email a single PDF document including a cover letter, resume, and 3-5 professional references to admin@bisoncenter.org. No phone calls.