MAYMONT

CURATOR, HISTORICAL RESOURCES & COLLECTIONS

Maymont is a100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

Maymont's Curator of Historical Resources and Collections serves as lead historic content expert, curator, preservation specialist and estate-wide historian responsible for the documentation, care, presentation, exhibition and interpretation of Maymont's historical resources and collections, as well as the development and implementation of related goals, objectives and plans that fulfill the mission of the Maymont Foundation.

The Curator manages and collaborates on conservation and preservation efforts for Maymont's historic objects and structures including the Mansion, carriages and historic outbuildings and structures. This position oversees conservation, restoration and preservation experts working on Maymont projects and serves as key content contributor, support and advisor for internal teams, including programming and community engagement, park operations, events, and advancement.

The incumbent will develop ways in which objects, buildings, historical information, archives and artwork will engage the public and be interpreted through exhibitions, presentations, lectures, tours, educational programs, publications, technology and events. In addition, they will be responsible for exhibitions, and arrange for restoration, improvement, general care, preservation and conservation of historical collections. This position reports to the Executive Director.

Essential Functions:

Historic Resources and Collections Management

- Ensures proper documentation of Maymont, the Dooleys' and their staff's history in addition to the historic buildings, structures, objects and carriage collections.
- Manages maintenance of historical collections and archive databases.
- Reviews possible accessions (donations to the collections); proposes acquisitions and deaccessions.
- Manages coordination of collection surveys, expert consultations, appraisals, insurance, etc.
- Reviews and advises on other collection-related activities (e.g., loan requests, special access).
- Ensures the maintenance and treatment of Maymont historical resources and collections under guidelines for best practices.
- Assists with prioritization, fundraising, planning and budgeting of work with experts on Mansion and object preservation/conservation/restoration projects.
- Supervises Conservation Technician and special project staff.
- Collaborates with public safety and all Maymont staff on emergency and disaster response plans for the collections.
- Engages with and directs consultants, conservators, preservation architects and other specialists who work with Mansion and object preservation/conservation projects.

Exhibition, Interpretation and Programming

- Researches, plans and coordinates historic exhibitions and presentations as well as implementation of period room furnishings, improvements to engagement, decorations and special exhibits.
- Develops, collaborates and supports other staff in interpretation planning and tours, presentations, exhibitions, lecture and other engagement activities.
- Provides resources for interpreter training and assists with continuing interpreter and staff education; drafts materials for interpreters, programming and staff related to content.
- Represents Maymont in the community and beyond, and presents historical content lectures, outreach, community and stakeholder presentations and studies/reports.
- Researches, drafts and edits materials related to Maymont, Dooley and their staff's history.

Stakeholder Engagement and Advancement Support

- Writes grants and assists with fundraising presentations for preservation, historic interpretation, conservation and museum initiatives.
- Assists with planning, coordination and fulfillment of Maymont Council activities, projects, programs and benefit fulfillment.
- Consults and collaborates with Advancement Department on donor cultivation for Historical Collections and programming.
- Maintains ongoing relationship with Dooley family descendants and descendants of people who worked at Maymont.
- Serves as Historical Resources Department contact for the Historical Collections and Resources Advisory Committee, and the Physical Resources Committee of the Board.
- Responds to general information requests related to historic Maymont; writes and reviews copy as needed.
- Collaborates with and supports the Marketing Department with publications and promotional activities attracting local and national attention for Maymont.
- Supports development, programming, special events and guest services staff needs, including evening and weekend events.

General & Administrative

- Participates as key member in strategy development and planning for historic resources.
- Prepares monthly, quarterly, annual and special reports.
- Develops budgets and monitors operating and special project expenditures.
- Collaborates closely with park operations, guest services and programming to ensure high quality content and widespread engagement with the public.
- Other duties as needed.

Core Competencies:

- Excellent written and oral communication skills
- Comfort presenting to the public, including large groups and media
- Ability to organize, present and communicate content through design

- Proven ability to manage others to accomplish goals
- Excellent project management and organizational skills
- Working knowledge of fundraising and cultural organizations
- Experience with collections databases and use of information technology
- Good teamwork skills with demonstrated track record of collaboration and flexibility to achieve goals
- Strong internal and external customer service skills
- Excellent research and reporting capabilities
- Desire to be helpful and contribute to the overall success of the enterprise, including collaboration and participation with special events

Education & Experience:

- Degree in History, Art History, Architectural History, Museum Studies, Historic Preservation, Decorative Arts or related discipline; Master's level preferred
- 5 years of experience in museum, historic collections or house museum management

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 lbs.
- Ability to work inside and outside in all weather conditions
- Ability to be on site as necessary to responds to emergencies and urgent needs
- Ability to work in historical structures and settings
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus

FLSA Status: Full-Time Exempt

To be considered for this position, please send a cover letter and resume to employment@maymont.org. Please include the position title in the subject line.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To safeguard employees during the COVID-19 pandemic, personal protective equipment, including hand sanitizer, gloves and masks, are provided as appropriate. Protocols for social distancing are in place.