



CURATOR WILMINGTON TOWN MUSEUM

Unit: Non-Union

Reporting To: Historical Commission

Wages: \$24.9262/per hour

Hours: 19 hours per week

Location: 430 Salem Street (Town Museum)

Application Deadline: Open until filled.

Definition:

This part-time position, 19 hours/week, reports to the Wilmington Historical Commission on all issues related to historic preservation in the Town of Wilmington, MA, including inquiries from residents, Town officials and Town departments.

Essential Functions:

- Sign demolition permits on behalf of the Wilmington Historical Commission, keep a database and photo record of all demolition permits signed, including all Town residential properties, but with particular attention to the documentation of historic properties when they are slated for demolition.
- Receive technical team reports from the Planning and Conservation Department, relay these reports to the Wilmington Historical Commission and note when any of these projects may impact historical properties or districts.
- Assist Historical Commission with procurement of plaques and signs for the Town's historic houses and districts, as needed, and do other work to promote an understanding of the Town's historic buildings and districts.
- Work with the Historical Commission Chair and Historical Commission Clerk to maintain a record of agendas and minutes from Wilmington Historical Commission meetings.
- In cooperation with the Chair of the Wilmington Historical Commission, submit to the Town Manager's office an annual budget request that provides for the maintenance of the Town Museum and Wilmington Historical Commission activities.
- Arrange for payment by the Town's Accounting department of invoices received by the Wilmington Historical Commission or the Wilmington Town Museum.
- Work with other Town departments to answer questions about Town history and/or to produce educational or recreational materials that reflect and promote Town history, including preparing remarks and lectures for public events.
- Research and produce papers, hand-outs, lectures, and other materials that promote understanding of our Town's history. Also, research and produce written answers to inquiries about specific topics in Town history.
- Give regularly scheduled tours of the Wilmington Town Museum, including walk-in visitors and scheduled groups.
- Work with volunteers or Senior-Tax-Work off participants in training and supervising for tasks that support the work of the Museum, including cleaning and administrative work.
- From time-to-time work with other civic groups that may want to meet or schedule an event at the Museum. All requests must be approved by the Town Manager or his/her designee.
- Schedule and manage public events at the Museum such as a Harvest Festival, Holiday Social, or other events that may be of interest to the public. Such events may be in cooperation with other civic groups or solely produced by the Museum, the Wilmington Historical Commission and/or other interested volunteers. All requests must be approved by the Town Manager or his/her designee.
- Create exhibits of items from the Museum's collection to illustrate various aspects of Town history.

- Maintain and preserve the collection of historic artifacts held by the Town Museum, including the maintenance of an inventory system and a collections policy that allows for the acceptance of appropriate artifacts for the Museum's collection.
- Work with the Historical Commission, Wilmington's Public Buildings Department, Wilmington's DPW, Wilmington's Town Manager's office and private contractors as needed to maintain the Harnden Tavern building.
- Other duties as assigned.

Education/Experience:

Bachelor's degree in history or a related field or any equivalent combination of education and experience.

Minimum Qualifications:

- Ability to coordinate events and work with multiple Town departments, Commission members, volunteers and the public.
- Interpersonal skills, written and oral and an ability to prioritize and meet deadlines.
- Public speaking ability required to give Museum tours and for speaking at lectures, Museum events and other public gatherings.
- Strong writing skills and an ability to communicate historical facts and concepts to the general public.

Physical Skills

The work involves the ability to be on one's feet for an extended period of time giving tours and climbing up and down stairs in the process with intermittent periods of stooping and sitting. May be required to lift objects such as files, large boxes, and office equipment weighing up to 40 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, some of which may be delicate, the ability to handle small and/or fragile items, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Sometimes requires reading hand-written documents that can be difficult to decipher.

EOE

To Apply:

Submit resume, cover letter, and **completed application** to:

Town Manager's Office
Attn: Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email, please use "Position: Curator" in the subject. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sent electronically in a file type other than PDF.