Assistant Curator

Coos History Museum
Reports to: Executive Director
Compensation: 40,000 - 45,000 annually, DOE
Status: Full-time [nonexempt] 40 hrs per week
Schedule: Tuesday–Saturday, with occasional evenings and schedule adjustments for programs and events

Position Summary

The Assistant Curator supports the Coos History Museum's exhibits, historical research, and public programs. Working under the direction of the Executive Director, this position helps interpret local history through engaging exhibits, hands-on interactives, and accessible learning experiences.

The position combines research and content development with practical work in exhibit installation, maintenance, gallery cleaning, and program delivery. The Assistant Curator collaborates with museum staff, volunteers, and community partners to connect visitors with the diverse histories of Coos County and Oregon's South Coast.

Primary Responsibilities

Exhibits and Interpretation

- Assist with planning, researching, developing, and installing exhibits.
- Draft exhibit text, labels, and interpretive materials for curatorial review.
- Help identify and prepare photographs, archival materials, and objects for exhibition in coordination with the Collections Manager.
- Assist with developing and maintaining hands-on activities and exhibit interactives.
- Perform routine exhibit inspections, maintenance, and minor repairs to exhibits and interactives.
- Clean and maintain galleries for public viewing.

Historical Research

- Conduct research to support exhibits, programs, publications, and museum projects.
- Assist with public research inquiries and requests according to museum procedures and research fees.
- Maintain organized research files, source citations, and supporting documentation.
- Work with research volunteers and assist with assigned research projects.
- Coordinate with the Collections Manager to access and use collection materials appropriately.

Programs and Education

- Assist with developing and delivering programs connected to museum exhibits and local history.
- Research and prepare historical content, activities, and educational resources for public programs, school visits, and tours.
- Help plan and run field trips, including preparing materials, setting up activities, leading student groups, and coordinating with teachers, staff, and volunteers.

- Lead or assist with guided tours, presentations, and outreach activities.
- Collaborate with Staff on program delivery, docent training, and learning materials.
- Gather participation information and feedback to support program evaluation and improvement.

Community Engagement and Communication

- Support relationships with local Tribes, educators, researchers, and community partners.
- Assist with incorporating community knowledge and perspectives into exhibits and programs.
- Prepare exhibit and program descriptions, historical articles, and other content for museum communications and marketing.
- Attend museum outreach events as directed.

Qualifications

- Bachelor's degree in history, museum studies, public history, anthropology, education, or a related field.
- At least two years of relevant experience in museums, historical research, exhibits, interpretation, or educational programming.
- Strong research, writing, and editing skills, including the ability to translate historical information into engaging public content.
- Experience assisting with exhibits, educational programs, or other public history projects.
- Ability to perform hands-on exhibit installation, routine maintenance, minor repairs, gallery cleaning, and program setup, including standing, bending, kneeling, reaching, and using step ladders and basic tools.
- Ability to safely lift and carry up to 20 pounds independently and move items weighing up to 50 pounds with assistance.
- Ability to lead activities and communicate effectively with students, visitors, volunteers, and community partners.
- Strong organizational skills and the ability to manage multiple assignments and deadlines.
- Comfort using office software and digital tools for research, interpretation, and program preparation.
- Ability to work independently within established priorities and collaborate with a small team.

Benefits: Up to 10 paid holidays per year, paid time off in accordance with the employment manual, a medical plan expense reimbursement stipend, museum membership, and a museum store discount.

How to Apply

Email a résumé, cover letter, and contact information for at least two professional references to employment@cooshistory.org.

Please use the job title as the email subject line [Assistant Curator].