Exhibit Coordinator

The Castine Historical Society (CHS), a vibrant and financially stable regional organization located in historic Castine, Maine, seeks an enthusiastic part-time Exhibit Coordinator to oversee its program of changing exhibitions. This hands-on position is part of a team of four staff members, enhanced by volunteers, interns, and Board members. The Historical Society is an outward facing organization known for its innovative exhibitions, scholarly programs, and collaborations with community non-profits.

CHS organizes thematic exhibits on Castine’s history every one to two years. The exhibits are open to the public from early June through mid-October. CHS relies on paid guest curators or in-house expertise to curate these exhibitions. The Exhibit Coordinator will work year-round with staff, the Exhibits Committee, and any contract guest curators to ensure that the exhibits are high quality and produced within budget and on a timely basis. The position is 14 hour per week for a total of 728 hours per year. It pays $20.60 per hour for a total yearly salary of $15,000. The schedule is adaptable to accommodate outside job opportunities. On-site work is required; however, occasional remote work is possible. This position will report to the Executive Director and serve on the Exhibits Committee.

Send résumé and cover letter outlining your museum exhibit experience by February 28 to [director@castinehistoricalsociety.org](mailto:director@castinehistoricalsociety.org). The Castine Historical Society is committed to building a diverse and inclusive workforce. We strongly encourage members of traditionally underrepresented communities to apply.

**RESPONSIBILITIES**

**Exhibit Planning**

* Assist staff and Exhibits Committee to create a five-year schedule of exhibitions
* Work collaboratively with the CHS Collections Manager to become familiar with Castine history and the CHS collection to assist with organizing exhibits
* Assist Executive Director with the creation and monitoring of the yearly exhibition budget and help ensure that exhibits are produced within budget
* Assist with hiring and supervising of exhibit consultants if required

**Exhibit Production**

* Create and monitor an exhibit schedule to ensure exhibits open on schedule
* Maintain high levels of scholarship while participating in researching content for exhibits as needed
* Design exhibit layouts or assist contract exhibit curators with same
* Assist Exhibits Committee members and or exhibit consultants to edit labels and interpretive panels
* Coordinate off-site production of exhibit labels, interpretive panels, and exhibition furniture, or other installation design needs
* Schedule, oversee, and assist with exhibit installation and deinstallation with volunteers, staff, and exhibit consultants
* Work with lenders to secure loans including preparing loan agreements, scheduling transportation, and all correspondence

**Other Duties as Assigned**

* Perform other duties/tasks as assigned by supervisor

**Requirements**

A Bachelor’s degree in history, museum studies, American studies, or a related field is required. The ideal candidate will have experience in exhibition coordination, design, and project management. A knowledge of and desire to continue to learn Maine, New England, and Castine history is essential. The candidate should be proficient in historical research and have excellent writing and editing skills. Must be proficient with technology, especially databases, scanners, and image processing, as well as Microsoft Office and Adobe suites. The ideal candidate will have experience working as part of a team and taking direction, as well as the ability to work independently. Must display exceptional attention to detail and have experience with project management including budgeting and scheduling and have excellent organizational skills.

You may need to sit and stand for extended periods of time, and occasionally lift items weighing up to 25 pounds. Proof of vaccinations for COVID-19 are conditions of employment.