



THE COLONIAL DAMES OF AMERICA, CHAPTER II CURATORIAL ASSISTANT

Stenton (www.stenton.org), a historic house museum and National Historic Landmark located in northwest Philadelphia, is seeking a Curatorial Assistant to serve in a two-year term position that will primarily support a digital cataloguing project, resulting in an edited and enhanced, publicly accessible, and searchable database of the museum's collections and related objects. The successful candidate will work under the mentorship and supervision of Stenton's Curator and assist with management of the site's outstanding collections, including decorative and fine arts, archaeological artifacts, buildings, and landscape. Partial funding for the position is provided by the Colonial Dames of America, Chapter II. Stenton is administered by The National Society of The Colonial Dames of America in the Commonwealth of Pennsylvania.

This is a full-time (32.5 hours per week), 2-year term position. The starting salary is \$37,500 and includes health and retirement plans, annual and sick leave, the possibility of flexible scheduling, and other benefits.

SPECIFIC DUTIES INCLUDE:

1. Work closely with the Curator to update Stenton's collections catalogue, currently housed in a PastPerfect database. Assist with the review and revising of records, integrating multimedia research files, and updating photography, incorporating new records of loans, gifts, and archaeological artifacts.
2. Transition the collection to a new online and publicly accessible database platform.
3. Work with Stenton staff and consultants to create a virtual exhibit that connects the objects in the collection to the stories of the entire community of people who lived and labored at Stenton.
4. Support the Curator in all issues related to collections, including care and conservation of objects, buildings, and grounds, planned growth of the collections, loans, and deaccessioning, in coordination with the Collections Committee.
5. Assists the Curator in planning and implementing programs and interpretive activities related to Stenton's exhibits and collections.
6. Provides support for museum programs and operations, as needed.

REQUIREMENTS/QUALIFICATIONS

The ideal candidate will be a recent master's or Ph.D. graduate or emerging professional with a strong background in 18th-century American material culture/decorative arts and/or history and an interest in pursuing a career as a curator or in a related field. Candidate must have excellent computer skills and ideally has experience with collections management databases. The ideal candidate is attentive to detail, highly motivated, and enthusiastic. Experience with website development/maintenance is desired but not required. Occasional weekend/evening work may be required.

Please submit a cover letter explaining your interest in the position, resume or C.V., and 3 references to dennis.pickeral@stenton.org and laura.keim@stenton.org with the subject line: *Curatorial Assistant*. Position closes June 20; starting date is negotiable.