

Director of Collections and Exhibits

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

The Director of Collections & Exhibits aligns the activities of the registration, conservation, and exhibitions of the museum with respect to collection care and preservation, loan activity, procurement, set up and maintenance of temporary exhibitions, community engagement and interaction with the permanent collection. The Director guides, supervises, and mentors staff and manages the budgets of the department. The Director assumes responsibility for all areas of collections and exhibitions stewardship, including the documentation, storage, handling, packing/unpacking, transportation, and insurance of all works entering and leaving the museum, and for ensuring proper care of items within the museum.

The Director has primary responsibility for overseeing the research, content development, and interpretation of the permanent collection, changing exhibits, projects related to exhibitions, printed exhibition materials, signage, and special projects at all MoSH properties. The Director works collaboratively with the Education and Public Programs Department (adult and student programming) on initiatives and facilitates inter-departmental communication regarding research and interpretation.

The successful candidate will be responsible for all aspects of the department which include, but are not limited to, the following essential job functions:

- Create and implement Multi Year Operating Plan relative to the department's goals, initiatives, and special projects.
- Identifying appropriate travelling exhibitions (2-3 a year), which engage our local community.
- Develop 2-3 temporary exhibits annually from loaned items and the permanent collection.
- Provide intellectual leadership for the collection and exhibitions for the museum.
- Manage the planning and updating of the museum's permanent collection in anticipation of a major capital campaign and renovation.
- Create ways to engage and activate visitors throughout the entirety of all exhibitions, including permanent gallery updates.
- Analyze permanent exhibits for creative ways to enhance visitor experience and encourage responses to exhibit content and displays.
- Collaborate in identifying and drafting grants and other funding sources for collections and exhibitions.
- Lead the intellectual efforts in developing content for exhibits and other interpretive materials.
- Maintain strong communications with internal museum departments and external museum leaders and professionals, subject matter experts, and people with knowledge in exhibit-related objects, etc.
- Coordinate the interpretive development of exhibits with the Education and Public Programs Department and other museum departments to design the strongest engagement and experience for schools, adults, tour groups, and other targeted audiences.
- Interview, hire, train, mentor, evaluate and oversee the performance of assigned full-time and part-time staff, interns and volunteers.
- Prepare departmental budgets, forecasting and allocate funds for staff, supplies, equipment and facilities.
- Maintain and update as needed a collection management policy to process the receipt of artifacts, collections, photographs, images, graphics, and other materials donated, acquired, or loaned to the museum.
- Attend relevant public events, represent the museum in the media and various public speaking forums, and maintain professional connections with colleagues in the museum field and other comparable institutions.
- Provide support for collaborative initiatives with other museums, cultural and educational institutions.

Knowledge, skills, abilities and/or competencies:

- Proven ability to curate exhibitions and manage collections.

- Work cooperatively with other departments, community stakeholders and partnering organizations to effectively plan and improve working methods for the successful delivery of programs.
- Work collaboratively with local organizations, individuals, and community stakeholders to deepen authentic relationships between MoSH and its surrounding communities.
- Possess high level of attention to detail, accuracy and ability to meet deadlines.
- Highly motivated, ability to handle multiple tasks simultaneously, and to work independently as well as in a team environment.
- Represent the Museum in professional and academic forums with local, regional, and national colleagues and the broader cultural community, playing a key role in advancing the Museum's reputation and profile.
- Enhance the Museum's profile through networking on a local, regional, state and national level.

Education, Experience and Requirements:

- Masters degree in Museum Studies, History, Science or related discipline; advanced degree or certifications desirable.
- At least six (6) years of progressive experience in the museum or similar field, including a role in leadership and management.
- Experience using Museum Collection Management software.
- Strong working knowledge of curatorial standards.
- Ability to work flexible hours including evenings, weekends, and holidays.
- Valid Driver's license required.
- Strong skills with MS Office products and third-party software platforms, including artificial intelligence platforms.

Compensation

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance. Moving expenses are negotiable.

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Kevin Thompson
 Chief Executive Officer
 MoSH
 Kevin.thompson@memphistn.gov

Applications will be accepted until the position is filled. MoSH is an Equal Opportunity Employer and values diversity.

Writing samples, a short presentation and references may be required from finalists. Academic, credit and criminal background checks will be conducted before a final offer is made.

More information about MoSH can be found on our website at www.moshmemphis.com.