



NATIONAL
MEDAL *of* HONOR
MUSEUM

ASSOCIATE CURATOR

JOB DESCRIPTION

The Associate Curator for the National Medal of Honor Museum is a key member of the team tasked with telling the story of the Medal of Honor and its recipients through exhibits, programs, media, and our growing collections. The museum aims to inspire current and future generations to understand the meaning and price of freedom and to encourage them to embrace their responsibilities as citizens in a democracy.

The National Medal of Honor Museum will be built in Arlington, Texas and is slated to open in 2024. As the museum's Associate Curator, you will be able to help shape this exciting new museum and its exhibits. In this role, you will work with Medal of Honor recipients, donors, museums, military representatives, and other lending institutions as you assist in building and maintaining the museum's collections.

The Associate Curator will report to the Museum Curator and will be a key member of the museum's content team.

PRIMARY RESPONSIBILITIES:

1. Care for the museum's collections

We are building a world class collection of objects and artifacts that will help us to tell the remarkable stories of the Medal of Honor and the more than 3,500 recipients of our nation's highest military award. The Associate Curator will play a key role in ensuring that museum best practices are met and that the collection is properly documented and preserved. Creating, updating, and maintaining records in the museum's collection management system is a top priority.

2. Collections Research

The Associate Curator, in conjunction with the museum content team, is responsible for conducting historical research related to the collection with the goal of better understanding of the history of the Medal of Honor. Through this work you will help identify artifacts that should be added to our museum collections that will bolster our ability to create dynamic and impactful museum exhibits.

3. Develop the Museum's permanent and temporary exhibitions

The Associate Curator will work with the Curator and other members of the museum content team to develop exciting and effective exhibits within the National Medal of Honor Museum. The Associate Curator will also assist with developing temporary exhibitions that will expand our interpretative reach and ensure that we remain a dynamic, current, and engaging institution.

4. Support the Museum's larger content needs

The Associate Curator will work with others on the National Medal of Honor Museum team in creating content for its educational programs, digital channels, and publications. You will assist with programs and initiatives that will expand our educational reach.

TOP CANDIDATES

1. Possess experience (3 years or more) working in a museum curatorial or collections management role. Experience with military history is a plus.
2. A degree in relevant museum studies and/or historical fields - advanced degree preferred.

3. Experience working with military museum collections, including military vehicles, uniforms, weapons, media, heraldry, and other military material cultural objects. Experience in managing museum loans preferred.
4. Experience using Proficio or similar museum collection management systems
5. Proven performer, exceptional project manager, impeccable integrity, professional demeanor
6. Meticulous attention to detail
7. Excellent writing and presentation skills
8. Strong interpersonal skills - The ability to establish lasting relationships with donors, museums, and other lending institutions
9. A team player – one who has shown the ability to work as part of a team and to work within a large, dynamic museum environment
10. You must have a passion for this subject and a deep appreciation for the Medal of Honor.

Compensation for this role is competitive and commensurate with the successful candidate's background and experience.

The National Medal of Honor Museum is committed to a competitive salary and benefits plan.

The Museum is an Equal Opportunity Employer committed to providing equal employment opportunities without regard to race, creed, color, national origin, sex (including pregnancy), age, veteran status, sexual orientation, or disability.

Start Date: Immediately

Location: Arlington, Texas

Position Type: Full-Time

Reports to: Museum Curator

Salary: \$65,000-\$75,000

Cover letters and resumes can be submitted to Greg Waters - gwaters@mohmuseum.org

THE NATIONAL MEDAL OF HONOR MUSEUM

The Medal of Honor Museum Foundation is a non-profit organization established to preserve and present the stories of the nation's Medal of Honor recipients. The Foundation is in the formative stages of conceptualizing and building a museum that embodies the values of the Medal of Honor: courage and sacrifice; commitment and integrity; and citizenship and patriotism. The National Medal of Honor Museum (the "Museum") has established its headquarters in Arlington, TX, will begin construction in 2022, and open its doors in early 2024. Through dynamic content and programming, the Museum aims to inspire current and future generations to understand the meaning and price of freedom and to encourage them to embrace their responsibilities as citizens

in a democracy. The Museum will be an interactive educational center that will preserve and present the extraordinary stories of individuals who reached the highest levels of recognition, “above and beyond the call of duty,” in service to the nation. Additionally, the organization is leading the development of the first National Medal of Honor Monument in Washington, D.C. The National Medal of Honor Museum will be positioned as a collaborative leader among, and resource to, numerous Medal of Honor associated sites, parks, exhibitions, and small museums.

Learn more at: www.mohmuseum.org