Curator Position Description

The mission of the Millicent Rogers Museum (MRM) (a 501c-3) *is to partner with communities of the Southwest to share their stories, arts, and cultures*. Paul Peralta Ramos, one of Millicent Rogers’s sons, founded the MRM in 1956. The collections began with artifacts that Millicent and then Paul, procured. The Museum holds perhaps the best public collection of Maria Martinez pottery in the world, a comprehensive pottery collection by other Native American artists, one of the most extensive collections of Hispano art, furniture, and religious artifacts, varied historic textiles and Native American jewelry.

The MRM has a small staff of seven and an annual operating budget of around $1 million. Located in Taos, New Mexico, the museum is surrounded by stunning natural areas and is enriched by several deeply rooted, multi-cultural communities. The Taos Pueblo has defined the area for a millennium, and is both a UNESCO World Heritage Site and a US National Historic Landmark. The Taos area enjoys a vibrant and varied arts scene. Taos lies approximately 70 miles from Santa Fe, the third largest art market in the nation.

**Position Description**

The Curator is responsible for managing and caring for the MRM’s collections, exhibitions program, and supervising collections care staff, volunteers and contractors.

The Curator will have experience, knowledge, and commitment of best practice in managing museum collections. The right candidate will also have a strong vision and commitment to innovative museum exhibit programming in partnership with community. The Curator must be an effective manager and team player who can work successfully in a dynamic and collaborative environment and must have a track record in developing and implementing programs that reflect knowledge of current issues in museums and of the evolving role of art museums in their communities. The Curator is a primary staff point of contact with the Collections Committee of the Board of Trustees, the exhibitions committee, and community exhibit collaborators.

**Key Responsibilities**

* Ensure that the management, care, security, and safety of the Millicent Rogers Museum collections meet standards of museum best practice.
* Manages the exhibitions schedule, an creation of exhibitions, including the creation of new exhibitions and refreshing and or replacing the core (aka “permanent exhibitions”.)
* Work with the Collection Committee of the Board of Trustees to manage incoming artifacts (and deaccessions) consistent with the Museum’s Collections Policy, Museum mission, and best practice.
* Identify and manage guest curators and contractors as needed.
* Seek opportunities to collaborate with regional cultural and community partners to expand and diversify the museum’s audience, extend the museum’s reach, and advance the MRM’s mission and interests.
* Work with staff to develop collateral interpretive materials and promote exhibitions.
* Guide the development an interpretation plan for permanent and temporary exhibits.
* Develop an annual curatorial budget (and monitor income and expense lines) that reflects MRM’s priorities.
* Assist in identifying and carrying out fundraising for the collections and exhibitions program.

**Requirements**

* Ability to work well and communicate well with a great variety of people
* Find satisfaction in supporting others (especially through the exhibit process) as they tell their stories and share their culture and art
* Minimum of five years of experience in a related position(s)
* Strong supervisory and mentorship skills
* Comfortable working with a small museum staff
* Museum collections management experience
* Knowledge and dedication in maintaining museum best practices
* Demonstrated experience in exhibition development and implementation
* Excellent written and verbal communication skills
* Strong project management skills
* Creative vision and a sense of humor
* Demonstrated experience and sensitivity to cultural nuances
* Dedication to DEAI practice (Diversity, Equity, Accessibility, and Inclusion)
* Proficiency in Past Perfect collections management software, or the ability to learn within three months
* Supervisory experience

**Preferred Experience**

* Bilingual in English and Spanish
* Masters degree or PhD in anthropology, oral history, Native American studies, museum studies, studio arts, or related field
* Exhibition design experience

This is a permanent, exempt, full time position. The position manages a collections associate, interns, contractors, and related volunteers and reports directly to the Executive Director.

Salary Range: $48,000-$55,000, based on experience and qualifications. The position carries a full benefits package including an employer retirement contribution, paid time off, paid holidays, a flexible schedule, and employer supported (75%) health insurance.

To apply: email cover letter and resume to [executivedirector@millicentrogers.org](mailto:executivedirector@millicentrogers.org). Application review will begin September 26, 2023. Applications will be accepted until the position is filled.

*The Millicent Rogers Museum is an Equal Opportunity Employer who strives to represent the diverse heritage of its community in its staff.*