



**Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220**

**Vacancy Announcement
L. Douglas Wilder Library (Museum)
Curator**

Provide requested information concerning historical information or data. Assist staff in continual development and interpretation of programs. Assist in the upkeep of the collection.

General Description and Responsibilities:

- Acquire objects and collections
- Keep records and cataloging acquisitions
- Plan and organize exhibitions
- Research objects and collections
- Administrative duties such as planning budgets, negotiating loan items, writing bids, and staff training and management
- Deal with inquiries from the public, clients, and stakeholders
- Direct exhibit design
- Responsible for deciding what items the museum wants to acquire for its permanent collection or changing exhibits
- Responsible for obtaining new/loan items for the museum, getting them transported, and overseeing how they are set up
- Oversee staff and directs them into tasks regarding the items or the collection
- Assists with cleaning exhibits
- Access and catalog historical objects, archives, photographs, and books as well as original artwork
- Must be able to demonstrate museum ethics and will be charged with responsibility and access to large historical/heritage collection
- Present programs and group tours (education programs are common requiring interaction with a wide range of student groups)

Qualifications:

- 4-year degree in history, history of art, museum studies, anthropology, or archeology

- Knowledgeable in database management, collections management, and restoration techniques
- Possess basic aesthetic design skills, fund-raising, and business knowledge
- Public Speaking
- Grant Writing

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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