

Waupaca Historical Society
Position Title: Hutchinson House Museum Curator

Position reports to: Director, Waupaca Historical Society

Job Summary:

The Hutchinson House Curator is responsible for opening, staffing and generally maintaining the Hutchinson House Museum on weekends from Memorial Day through Labor Day. The Curator recruits, trains, schedules and supervises adult and youth volunteers to serve as tour guides at the Hutchinson House. The Curator coordinates group tours and fall school visits and tours, along with promotion and publicity for the Hutchinson House and special events. The Curator also monitors the collections stored at the Hutchinson House, including spring cleaning, and reports to the Director about any tasks, concerns or otherwise involving the collections. The position reports to the Director of the Waupaca Historical Society and is a mostly seasonal (summer) position. The position is \$10.00/hour with a maximum of 150 hours per year (about 8 hours per week during summer).

Job Requirements:

1. Must be at least 18 years of age and have obtained a high school diploma.
2. College degree or experience in history, museum and/or education preferred.
3. Should possess good organizational skills and time management skills.
4. Ability to supervise volunteers and coordinate work schedule of volunteers.
5. Good public speaking skills and ability to work effectively with the public.
6. Must work summer weekends and effectively manage work hours throughout the year.
7. Must promote the Hutchinson House as a tourist location and historical place of interest.

Job Duties:

1. Open and staff Hutchinson House Museum each weekend.
2. Recruit, train and schedule volunteers as tour guides and educational volunteers at the Hutchinson House.
3. Coordinate spring cleaning of the Hutchinson House and monitor collections stored at the Hutchinson House, with help from the Director.
4. Give guided tours of the Hutchinson House and coordinate and schedule group tours with the Director.
5. Assist Director with planning of special events at the Hutchinson House.
6. Promote group tours and volunteerism, along with the Hutchinson House events and open hours, in the community.
7. Maintain volunteer work schedule.
8. Devote about eight hours per week (during the summer, flexible schedule) to tours, volunteer coordination and other duties at the Hutchinson House.
9. Contact local elementary schools to schedule school tours for all 4th grade classes during late September. Visit school classrooms as needed/desired. Work with local schools for tours, programs, etc.
10. Transfer funds from the Hutchinson House donation box to the Director or Treasurer of the Waupaca Historical Society.
11. Perform other duties as assigned by the Director or by the Board of Directors of the Waupaca Historical Society.