



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Director of Curatorial Affairs/Full time

Summary: The Suffolk County Vanderbilt Museum is seeking a full-time Director of Curatorial Affairs. The Director's primary responsibility is to provide leadership to the Curatorial Department and to direct the curatorial vision.

The Director's role includes overseeing the conservation and preservation of more than 40,000 artifacts and specimens in the Museum's original collections and interpreting their historic and cultural contexts. William K. Vanderbilt II's legacy includes the Eagle's Nest estate and mansion, marine and natural history specimens, ethnographic artifacts, and fine and decorative arts.

The Director will work to increase awareness of and engagement with the Museum's exhibitions, educational initiatives, and public programs. The Director of Curatorial Affairs will collaborate closely with the Executive Director.

Location: Suffolk County Vanderbilt Museum & Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Salary Range/Exempt: \$80,000 to \$90,000 per year

Hours: Full time year-round position, Monday to Friday, in person, 9 AM – 5 PM with flexibility for evening/weekend events, meetings, and project deadlines.

Key Responsibilities include the following:

Department Leadership and Staff Management:

- Oversee the daily operations of the Curatorial Department, including supervising a team of three staff members (Collections Manager, Collections Assistant, Archivist) and additional seasonal support as needed.
- Direct department operations, manage budget, and develop and implement departmental policies and procedures.
- Work in a collegial manner to build trust and respect in a team-centric department, and throughout the Museum.
- Represent the Museum by membership and active participation in professional organizations (regional and national) and at meetings and conferences.
- Collaborate closely with the Mansion Guides Supervisor to ensure consistent and accurate interpretation of collections during tours and Museum visits.

Collection Care, Research, and Curation:

- Manage and maintain the Museum's original collections comprising more than 40,000-plus objects, including marine and natural history specimens, ethnographic artifacts, fine and decorative arts, photographic archives, privately published books, and historical household furnishings.
- Research and interpret the life and times of the Vanderbilt family, including its historic, national importance and Mr. Vanderbilt's role in the global exploration of the natural world.
- Lead the authentication and cataloguing of collections to ensure compliance with American Alliance of Museums (AAM) guidelines for conservation and preservation.
- Collaborate with specialists to deepen understanding of collection objects, to expand research, and to foster collaboration with universities and cultural institutions.
- Develop and implement strategies for ongoing conservation and care of the Museum's holdings.
- Produce publications and plan the creation of a catalogue of the Museum's collections that showcases their cultural and historic significance.
- Contribute to the day-to-day care, cleaning, and organization of the Mansion, Habitat, Stoll Wing, Memorial Wing galleries, Lancaster Gallery, and Hall of Fishes.

Exhibition Planning and Development:

- Plan and curate rotating, biannual indoor and outdoor exhibitions to ensure they are compelling, accessible, and aligned with the Museum's mission.
- Lead the development of exhibition-related publications, catalogues, and interpretive materials, contributing to the public understanding of the Museum's collections.
- Work to ensure that all exhibitions meet the highest standards of presentation, conservation, and visitor engagement.

Lecture Series and Public Engagement:

- Enhance the Museum's lecture series on art, history, and science—in keeping with its mission to offer informal education to the community.
- Serve as a scholar-in-residence, leveraging personal expertise and network to elevate the Museum's visibility.
- Create opportunities for specialists to collaborate on curatorial research to enrich programming.
- Develop and manage a robust social media strategy, including "Object of the Week" posts to engage the public with the collections and exhibitions.

Collaboration and Community Outreach:

- Collaborate with the Education Department to develop interpretive content and educational programming for diverse audiences.
- Participate in cross-departmental projects to support curatorial activities through grant writing, fundraising, and community engagement.
- Engage in civic, cultural, and philanthropic relationships through partnerships with local, national, and international organizations to advance curatorial initiatives.

Administrative Duties:

- Oversee and/or maintain accurate and up-to-date records of all collections, including condition reports, acquisition documentation, and deaccession plans.
- Oversee and prepare departmental budgets to ensure funds are allocated effectively for conservation, exhibition development, and collection research.
- Collaborate with the Executive Director in strategic planning for the Curatorial Department.
- Perform other duties as required.

Experience and Qualifications:

- Graduate degree (PhD a plus) in Museum Studies, Art History, Anthropology, Archaeology, Marine Sciences, or a related field.
- At least seven years of experience in a curatorial role, with increasing responsibilities in collections management, exhibition planning, and public engagement.
- Strong knowledge of conservation techniques, exhibition design, and object handling.
- Proficiency with collections management software and digital preservation tools.
- Excellent written and oral communication skills with the ability to engage a wide range of audiences.
- Ability to work collaboratively and manage a team, with a focus on professional development and team building.
- Strong organizational skills with the ability to manage multiple projects and deadlines.

Why Join the Museum?

This is an exciting opportunity for a dynamic and visionary curatorial leader to help shape the future of the Suffolk County Vanderbilt Museum. The Director of Curatorial Affairs will have the chance to make a lasting impact on the Museum's curatorial vision, public engagement, and scholarly initiatives while overseeing a dedicated team and playing a key role in the Museum's growth and success. This role also offers the opportunity for leadership in research and publication in an exceptional, mission-driven institution.

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.