

390th Memorial Museum Foundation

Position Title: Director of Collections, Archives, and Exhibits

Reports To: Executive Director

Museum Background:

The 390th Memorial Museum is in Tucson Arizona on the grounds of the Pima Air & Space Museum. The Museum was founded by veterans of the 390th Bombardment Group of the US Army Air Forces. This unit of American flyers and ground personnel, who served during World War II, played a key role in the defeat of Nazi Germany. The Museum's vision is to become the premier national research and historical learning center focused on the 390th Bomb Group and its affiliated units, and their contribution to winning the air conflict over Europe. We will use compelling exhibits, technology, and outreach programs to increase public understanding, appreciation, and awareness of their impact on maintaining our freedom.

The Museum has first-class exhibits, an impressive historic collections and archives, and a fully restored B-17 aircraft on indoor display. Over 170,000 people visit the 390th every year. This is an exciting time in the Museum's development. Our workplace is collegial, respectful, collaborative, and supportive. Our Board, docents, and staff are strongly dedicated to our mission and vision. Please see www.390th.org to learn more about the Museum.

Position Overview:

The Director of Collections, Archives, and Exhibits (abbreviated here as DCAE) is a new position at the Museum and will be integral to assuring that the visual, historic, and educational experience of our visitors is exceptional. The DCAE will lead the Archives and Collections team, with passion and focus, in reaching continually higher standards while providing visitors with progressively more engaging, educational, and experiential exhibits featuring items from the Collections and Library as well as interactive exhibits. The DCAE will utilize the Museum's Archives and Collections to tell engaging stories about the 390th Bombardment Group. The DCAE will also support the mission of the Museum by ensuring access to historical information for educational purposes that is both accurate and timely. She or he will be responsible for the staff operating the Joseph A. Moller Library and Archives. Orchestrating current staff and volunteers in the digitization and documentation of the entire Archives and Collections is a key goal of this department. The DCAE will play a leading role in the Museum's efforts to obtain AAM accreditation. The successful candidate will assure that staff and volunteers in this area uphold the highest ethical curatorial standards in developing new exhibits, as well as maintain and protect the Museum's artifacts.

Core Responsibilities:

- Is responsible for the condition of the physical artifacts within the Museum's Collections, assuring that all items remain in the best possible condition. Makes recommendations on any physical plant changes needed to assure the best preservation environment.
- Sets the schedule for rotating the portion of Collections that are on public display with items now in storage.
- Supervises staff, interns, and volunteers working in Archives and Collections.
- Assures that current exhibits are displayed safely, remain operational, and are kept clean and attractive.
- Plays a leading role in the development and design of new exhibits with a team of staff, volunteers, and contractors.
- Will lead the Museum's transition in creating and installing exhibits that create more experiential environments by incorporating exhibit technologies and interactive devices, adding lighting and sound, and utilizing wall and ceiling spaces currently unused.
- Will integrate best practices of exhibit design and informal learning to transition our exhibits into a cohesive, immersive visitor experience that tells the story of the members of the 390th during this important period in history.
- As the exhibit development process proceeds, will identify for the Executive Director elements or components that may be particularly appealing to potential sponsors.
- Works with the Communications team to widely promote the premier of new displays and exhibits to Museum members and the public.
- Develops and implements policies and procedures to develop a world-class Library, Archives, and Collections.
- Holds overall responsibility for the operation of the Joseph A. Moller Library & Archives, including the development, organization, cataloging, maintenance, and security.

- Supervises the development of the Library and Archives databases and assure that they are safely backed up.
- Leads the Collections team in the disposition of surplus materials to control collection content and size, in line with Museum policies and professional ethical standards.
- Plays a leading role in the American Association of Museums accreditation process.
- Serves as exhibits liaison with the Museum's partners, the 95th and 100th Bombardment Group Historical Societies. The 95th maintains gallery within the building and the 100th is planning to develop its own gallery.
- Assists Communications and social media team members by providing historical information and images for public information and marketing purposes.
- Ensures prompt response by Library and Archive staff members and volunteers to external research requests.
- Promotes the stature of the Museum by assisting the Communications Director in the preparation of articles and features on the history of the Museum and the 390th Bomb Group in periodicals, books, Square J Newsletter, and other Museum publications.
- Evaluates and approves public or commercial use of 390th Memorial Museum archive images, in compliance with Museum policy and U.S. Copyright laws.
- Represents the Museum at professional and public events and makes presentations concerning the content and use of the Museum's Archives and Collections.
- Assures that the Museum remains in compliance with conditions of the loan of the B-17 aircraft from the National Museum of the United States Air Force.
- Other duties as assigned by the Executive Director.

Required Qualifications

This is a full time, exempt, salaried position. The successful candidate understands the value and importance of historic collections and archives and is exceptional at envisioning their use in first-class exhibits. The ideal candidate will exhibit creativity,

analytical skills, excellent interpersonal skills, and a strong teamwork ethic. Driven, takes the initiative. Dedicated to leading a team to continuous improvement and achieving ever-higher professional standards. Adept at supervising small teams of staff and volunteers. Experience in setting and managing exhibits project budgets.

Additional requirements include:

- Bachelor's degree in History, Museum Studies (museology), Design, or Library Science, or a discipline closely related to the core responsibilities of this position.
- Knowledge and understanding of Museum archival principles, methods, tools, procedures, and techniques.
- Strong knowledge of archival records management, principles, and procedures.
- Knowledge of historical research methodology, principles, and procedures.
- Experience in developing master plans for exhibit galleries, including experiential galleries.
- Demonstrated experience developing new exhibits featuring historical artifacts.
- Familiarity with current exhibit video and interactive technologies and their creative application in a museum setting.
- The interpersonal skills and acumen required to manage and mentor a diverse team and guide them on a path of continuous improvement.
- Ability to approach and work with government agencies and civilian organizations, particularly in matters of artifact loans and acquisitions.
- Familiarity with the configuration and use of archival-related database programs.
- Thorough knowledge of professional and ethical Museum standards.
- Ability to communicate effectively, both orally and in writing.
- Proven ability to diplomatically work with all stakeholders.
- Proficiency in Microsoft Office, Word, Excel, and PowerPoint applications.

Preferred Qualifications

- Relevant experience working in an air or space museum, or a closely related history museum.

- Prior participation in the museum accreditation process and the ability to share that experience with the 390th Museum team as it seeks full AAM accreditation.
- Experience having supervised every phase of the construction of major exhibits by a design & build contractor.
- Ability to draw or illustrate exhibit design concepts to allow staff, Board, and the public to visualize planned exhibits.
- Experience using 3-D architectural or rendering software to create scale models of galleries as well as exhibits.

Physical Requirements

Work will be performed in an office, the Museum, or offsite. Moderate physical activity is involved.

- Requires occasional handling of artifacts 20 to 25 pounds.
- Ability to climb ladders and navigate the tight interior space of the B-17 aircraft to monitor its preservation condition. Must be able to conduct typical exhibit installation and repair tasks.
- Ability to safely use the hand tools commonly employed during exhibit installation and adjustment.

Application Instructions

Provide a persuasive cover letter that describes your experience and personal interest in this position. Include a resume that illustrates your relevant experience to the requirements and activities of the position and how these connect with your passion as a museum professional. Include a photographic portfolio of exhibits you have developed.

Also list at least three professional references along with telephone numbers and email addresses. Review of applications will continue until the position is filled. Send to William Buckingham, Executive Director, at wbuckingham@390th.org.

The Museum is a non-smoking, drug-free environment.

Equal Opportunity Employer

Revised: October 3, 2022