

Rotch Jones Duff House & Garden Museum
Job Posting: Manager of Collections & Interpretation

The Rotch-Jones-Duff House & Garden Museum (RJD) seeks a part-time Manager of Collections and Interpretation (MCI). The MCI coordinates all aspects of registration and collections management functions for the permanent collection, temporary exhibitions, and incoming and outgoing loans. They are also responsible for interpretation of an 1834 whaling mansion. This employee works on site and is responsible for the physical integrity, safety, and security of the collection. The MCI puts forward new ideas and narratives to take the collection and its interpretation in innovative directions, relevant to current and target audiences. They will develop and execute strategies for specific audiences, including adults, families, students and educators, aimed at making history relevant and exciting. They assist with interpretive projects including coordination, communication, research, and writing and collaborate on DEAI initiatives for exhibitions and programs. The MCI serves as the staff liaison to the Collections Committee, and works closely with the Executive Director on all narratives, audience development, and educational programming. This position reports to the Executive Director.

Staff at RJD serve as stewards of an historic building and garden, and as proactive members of the cultural community, helping the museum to serve and respond to the interests of a diverse audience. Staff members maintain a standard of excellence, contribute to an inclusive environment, and are enabled to share their passions and creativity through their work.

Desired Qualifications & Experience

- B.A. or B.S. in Museum Studies, History, Art History or related field
- Proven experience with collections management databases (Re:Discovery preferred)
- Proficiency in Microsoft Office and Google Office Suite
- At least three years of experience working with museum collections
- Excellent communication skills (written, verbal)
- Adept at filing systems and organization
- Ability to handle multiple assignments simultaneously and to work to strict deadlines.
- Trustworthy and reliable

Schedule: 16 hours weekly on-site

Salary Range: \$20-\$22 and benefits.

Responsibilities

- Create and maintain detailed records and files for objects and exhibitions.
- Catalog and track collections files through the Re:Discovery database.
- Maintain accurate and current location records for all items in the collection.
- Serve as liaison with donors for inquiries and object donations.
- Process donations for the museum's permanent collection, including generating Deeds of Gift, and creation of new object and associated records in Re:Discovery.

- Oversee and maintain Re:Discovery, including maintenance of data entry standards; providing training and support for interns/volunteers; and overseeing system upgrades.
- Oversee collection storage spaces to ensure standards of best practice for care and access to the collections are maintained, with regard to climate, light levels, air filtration, and pest control.
- Implement safe methods for moving, packing, and transporting objects within and outside the Museum.
- Assist with interpretation of permanent collection through in-gallery interpretive texts and technology, public program development and facilitation, and exhibition development.
- Liaison to public, addressing inquiries related to families, the collection, and other relevant topics.
- Implement tasks according to priorities outlined in a 2019 CAP Assessment and 2021 Strategic Plan

Responsibilities (General):

- Open and close the Museum as needed, including securing of all buildings
- Provide public content related to the collections (program presentations, newsletter articles, occasional social media posts)

To apply: Email or mail cover letter, resume and three references to Dawn Salerno, Executive Director, Rotch-Jones-Duff House & Garden Museum, 396 County Street, New Bedford, MA 02740 / dsalerno@rjdmuseum.org. RJD is an equal opportunity employer.

About the Museum

Built by shipwrights in 1834 for whaling merchant William Rotch Jr., the Rotch-Jones-Duff (RJD) House and Garden Museum epitomizes the “brave houses and flowery gardens” described by Herman Melville in *Moby-Dick*. Greek Revival in style, it was designed by architect Richard Upjohn, a founder and first president of the American Institute of Architects. 396 County Street was home to three prominent and influential New Bedford families; William Rotch Jr., 1834 to 1850; Edward Coffin Jones, 1851 – 1935; and Mark M. Duff, 1935 – 1981, as well as their staff. The estate chronicles important chapters in American history when New Bedford had a major influence on the international arenas of commerce, trade, and culture via whaling, and later through textiles. The property encompasses a full city block of gardens and is the only whaling mansion open to the public in New England that retains its original configuration of grounds and outbuildings. Today this National Historic Landmark offers a variety of cultural programs, changing exhibitions, and curriculum-based educational programming serving about 5000 people annually.

The Rotch-Jones-Duff House & Garden Museum Mission

The Rotch-Jones-Duff House & Garden Museum enlivens New Bedford’s history, engages our communities, and enriches cultural understanding through stewardship, education, and entertainment