



**Assistant Curator of Collections & Exhibitions
Job Posting**

OVERVIEW: The Assistant Curator of Collections & Exhibitions is an enthusiastic museum professional who demonstrates knowledge of museum best practices and a drive to succeed. They will contribute to the growth of the museum and join a team of professionals dedicated to providing audiences with fun, engaging and educational experiences. The full-time Assistant Curator of Collections & Exhibitions will support the Curator of Collections & Exhibitions in the overall management of the historic artifact collections and the development, planning, and execution of successful exhibitions that align with the strategic and interpretive goals of the museum and best practices within the field.

ABOUT THE MUSEUM: Founded in 1951, the Yakima Valley Museum (YVM) provides residents and visitors with engaging exhibits and programs that focus on central Washington's unique cultural and natural history. The Museum's collection consists of over 48,000 objects, including an art collection of 1,400 works, and a large regional archive and library.

PRIMARY RESPONSIBILITIES:

Collections Management:

- Contribute to the management and care of the historic artifact collection.
- Manage the artifact donation process, including working directly with the public and donors to facilitate ownership transfer for objects.
- With the Curator of Collections & Exhibitions, prepare monthly agendas for the Collections Committee that include all potential items for donation.
- Determine the proper long-term storage procedures for artifact preservation and conservation.
- Contribute to preparing artifacts for exhibition.
- Work to increase the accessibility of the museum collection through exhibitions, digital exhibitions, social media posts, and incorporating artifacts into museum communications.
- Respond to public requests for information about or using museum collections.

Exhibition Development:

- Collaborate with museum staff, appropriate external community partners, and/or guest curators to develop new exhibitions that align with interpretive and strategic goals of the museum.
- With the Curator of Collections & Exhibitions and Education & Community Programs Coordinator, contribute to the research and development of themes and content for exhibitions, ensuring accurate and inclusive historical and cultural information, aligning research to the interpretive goals and outcomes.
- Support the installation of all exhibition projects both external and internal.
- With appropriate staff, contribute to the development of public programming that aligns with interpretive goals of the museum.

Exhibition Maintenance:

- Contribute to the maintenance of all permanent and temporary gallery spaces.
- Assist with all installation, framing, and mount making either in-house or coordinating with outside contractors when needed.
- Collaborate with Facility Maintenance Coordinator to schedule large scale maintenance projects.
- Perform daily exhibit maintenance checks and exhibit cleaning schedules to ensure the safety and success of all exhibits prior to opening for visitors.
- Coordinate the repair of any broken/worn exhibitions to ensure safety and functionality.
- Maintain all interactive exhibits, coordinating with IT support when necessary.

Additional Responsibilities:

- Establish relationships with professional colleagues, partner organizations and community members to increase the museum audience.
- Contribute content monthly for the e-newsletter and social media.
- Provide support for Museum special events when assigned.
- Perform other duties as assigned to support the museum.

QUALIFICATIONS:

- Ability to work collaboratively and independently.
- Interest in history, education, museum studies, anthropology, or a related field is required.
- Experience with general museum collections policies, classification, registration and cataloging principles according to best practices.
- Proficiency in Microsoft Office Suite is required.

- Strong customer service, communication, and project management skills.
- Strong interpersonal skills and ability to contribute to a positive work culture.
- Working knowledge of museum exhibit best practices and standards.
- Ability to represent the Museum in a professional manner.
- Ability to work efficiently and courteously with diverse audiences including members of the public, staff, volunteers, and other stakeholders.
- Must understand non-profit organizations, museums, or arts and cultural organizations.
- Ability to work as part of a team and collaborate with colleagues and stakeholders to reach common goals.
- This position requires frequently standing and lifting 25 lbs. or more.
- High level of enthusiasm and willingness to work as a team member.

PREFERRED EXPERIENCE:

- 1-3 years in museum curation, collections, and exhibit maintenance.

EMPLOYMENT COMPENSATION:

This position is full-time 40 hour per week non-exempt position compensated at \$25-28/hour and includes health and dental insurance (employee only, employer paid at 90% for health insurance and 100% for dental), up to 3% match with museum Simple IRA plan, 11 paid holidays, paid time off and sick time which can be discussed during the interview process. This is a Monday-Friday position, with occasional evening work required. This position reports directly to the Curator of Collections & Exhibitions.

We encourage applications from candidates of all backgrounds. Diverse perspectives and experiences enhance the richness of our work and reflect our community. We expect that not all candidates will meet every criterion in this job description, and some candidates may decide not to apply if they do not meet every line in the description. We encourage you to apply anyway!

Yakima Valley Museum is an equal opportunity employer.

TO APPLY: Submit a cover letter of interest, a resume, and three professional references to Liz Hobson, Executive Director, liz@yvmuseum.org by December 31, 2025.