



### **Curator of History – Full-Time Position**

Built upon the pillars of preservation, education, and advocacy, Historic Columbia is a local non-profit organization that preserves places and shares complex stories from the past that connect us in the present and inspire our future.

Historic Columbia (HC) seeks a Curator of History who will be responsible for driving the interpretive and research agenda for the organization. Understanding that accurate and equitable research is the backbone of the organization, the Curator of History guides the interpretive framing for all historic house museums in coordination with the Collections Manager. In addition, this position will oversee any fee-for-service interpretive projects or ongoing aspects of initiatives, including but not limited to the Columbia Jewish Heritage Initiative and Building Richland County, through the training and management of the Research Coordinator and potential contract positions. The Curator of History will work closely with the Director of Outreach and Engagement to ensure that historical content is accurate prior to public distribution.

#### **RESPONSIBILITIES:**

1. Serve as the primary resource for research and interpretation generated in support of documenting local history/historic resources. This includes Historic Columbia's six managed sites and object collection, as well as historic resources across Columbia and Richland County.
2. Work with the outreach and engagement department to ensure that the interpretation of HC's house museums is accurate and up to date. Take a leadership role in conceptualizing, curating, and implementing new exhibits and tour programming that creates a meaningful visitor experience.
3. Oversee the work of the Collections Manager in the maintenance of all HC collections in accordance with American Alliance of Museum standards, including but not limited to accessioning, de-accessioning, loan processing, condition reports, and proper handling of all objects.
4. Serve as lead staff for select Connecting Communities through History initiatives (web- and print-based), such as the Columbia Jewish Heritage Initiative and Building Richland County. Train and supervise part-time staff on these and other fee-for-service projects in conjunction with the Director of Preservation.
5. Supervise and coach the research and interpretation team, including the Collections Manager, Research Coordinator, and any grant- or contract-funded staff employed on fee-for-service public history projects.

6. Work with the development and marketing teams to provide content or review content as needed. Requests may include giving fundraising presentations, assisting with grant applications or reports, or creating social media posts.
7. Work with the Director of Outreach and Engagement and the Executive Director to ensure that messaging delivered to the public is grounded in cited research and contextualized with current events. Serve as a representative for HC with the media as needed and available.
8. Other duties as assigned.
9. Adhere to Historic Columbia's Ethics and Human Resources policies.

**QUALIFICATIONS:**

- A Master's degree from an accredited college or university in History, Art History, Public History, Historic Preservation, or a related field, and two (2) years of relevant post-graduate experience.
- A minimum of one year of supervisory experience.
- Superior verbal and written communication skills and a broad understanding of Southern history and current historiographical trends.
- Historic Columbia regularly partners with historically marginalized communities, and the successful applicant must be familiar and comfortable interacting with members of these communities in an appropriate and professional manner.
- Experience conducting detail-oriented archival research using both physical and online repositories is required.
- A valid driver's license is required.
- The ability to lift 25 pounds is required.

**ORGANIZATIONAL BENEFITS AND PERKS:**

We work hard to embrace diversity and inclusion and encourage everyone at Historic Columbia to bring their authentic selves to work every day. We offer a variety of growth and professional development opportunities, a welcoming environment, and family-friendly benefits for our team members.

- Paid time off
- Medical insurance
- Retirement planning
- Competitive compensation
- Parental leave
- Support for community involvement
- Paid holidays

**JOB DETAILS: \$50,000 annual salary / full-time / on-site in Columbia, SC**

*Historic Columbia is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.*

Please send a cover letter and resume with three references, at least one of which should be a past supervisor, to [jobs@historiccolumbia.org](mailto:jobs@historiccolumbia.org). The title of the email should be the position for which you are applying. The position will remain open until filled.