Overview
Under the direction of the CEO, the Curator of Collections will oversee the ethical and appropriate management, use, and care of the Preston Cook American Eagle Collection and other artifacts, literary resources, and memorabilia owned and/or managed by the National Eagle Center in Wabasha, Minnesota. The position is also charged with effectively partnering with the avian care and education teams to assure proper use of the Live Eagle Collection and in exhibitions, programs, research, and presentations.

Duties and Responsibilities
Duties include, but are not limited to:

- Oversee the development and management of exhibitions, interpretation, research, and virtual access to the Cook and other collections and materials.
- Development and implementation of collections care and management best practices, policies, and processes including, but not limited to, appropriate registration, cataloguing, and data management systems and activities.
- Work effectively with other departments and partners to build, manage, and offer exhibitions and programs to present multifaceted and multidimensional perspectives on the importance of eagles in art, history, culture, and science.
- Hire, manage, and oversee interns, volunteers, and support staff (as funding becomes available) to assure proper management, care, documentation, and use of collections.
- Collaborate closely with the Center’s education team in the development of all exhibitions and programs.
- Partner with marketing staff to develop and employ local, regional, and national engagement strategies.
- Partner with advancement staff to foster and grow relationships and funding support from local and national organizations, collectors, donors, and investors.
- Provide leadership, advice on the construction of new exhibition spaces resulting from the Soaring Higher Eagle Center Expansion.
- Create and implement an appropriate collections management and storage plan and systems for the Cook Collection including, but not limited to, assisting with the design of new storage space and selection of appropriate storage equipment materials, and furniture.
- Recommend acquisitions and deaccessions to the CEO and Collections & Programming Committee as needed.
- Coordinate the publication of papers and other research efforts.
- Assure effective access to the collection by researchers.
- Present virtual and in-person lectures and workshops as related to the Center’s collections.
- Oversee the development and administration of annual and special project budgets.
- Assist the organization with diversity, equity, accessibility, and inclusion initiatives.
Qualifications
To perform this job successfully, an individual must be able to perform each essential duty and maintain the knowledge, skills, and abilities requisite to the position. Key requirements and qualifications include:

- Masters in Museum Studies or American or Cultural History required.
- Minimum of five (5) years’ experience in a related field required.
- Maintains the highest collections care, management, and ethical standards.
- In-depth knowledge and experience with contemporary accession, deaccession, registration, cataloguing, storage, loan, and legal management best practices required.
- Extensive experience in presenting collections – via exhibitions, in research, and in virtual formats – required.
- Ability to build and implement effective and measurable plans and strategies to manage, document, share, and evaluate collections.
- Willingness and ability to synthesize complex or diverse information; collect and research data; and employ experience and expertise into complementing and sharing of information and data.
- Outstanding communication and presentation skills.
- Outstanding customer service with ability to engage various constituencies in the work of the organization concurrently with being an outstanding internal team player and partner.
- Inspires the trust by working well with others and supporting the organization’s values and priorities.
- Historical success in raising funds to support collections care and presentation desired.
- Ability to effectively connect live animal and artifact-based collections desired.