

Scott Manor House
Curator of Exhibits—Volunteer Position Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer curator:

- reports to the Executive Committee and works collaboratively with FSF executive and coordinators.
- works closely with the Archives Team.
- adheres to the FSF Collections Management policy.
- adheres to all policy and procedures approved by the FSF.
- advises the Archivist if items are misplaced, damaged, lost or stolen.
- provides a window through which one sees artifacts from the past, with selected items drawn from the collections of the Scott Manor House.
- is responsible for the displays within the Scott Manor House, using existing in-house artifacts as the primary source.
- annually refreshes displays.
- provides a researched and written summary about the display, to accompany it, whenever possible.
- uses temporary exhibits to supplement and enhance permanent exhibits.
- ensures that the proper documentation is completed for borrowing artifacts and the documentation is kept on file with the Archivist.
- uses archival quality materials when placing items in storage, subject to budget.
- participates in the orientation of summer students, so that they understand the significance of the objects on display and can assist visitors.
- records the movement of artifacts from one location to another and notifies the Archivist of all moves.
- recommends artifacts to be borrowed or acquired by FSF on temporary or permanent basis to the Archivist.
- prepares an estimate of expenses for the annual budget deliberations.