Hancock Shaker Village is seeking a part-time Curatorial Assistant to support activities in the curatorial/collections department, which intersects with the museum’s library and archives. Founded in 1960, Hancock Shaker Village seeks to enliven and preserve the story of the Shakers, a spiritual utopian community who lived at the site from 1790 until 1960. Through exhibitions, public programs, collections stewardship, agricultural operations, and permanent site-specific exhibits, Hancock promotes the appreciation of the aesthetics, beliefs, achievements, and controversies that continue to define the living legacy of the Shaker experience in America.

The 22,000 objects in the collection of Hancock Shaker Village comprise a veritable stronghold of American craft and design history that spans the eighteenth through the twentieth centuries. Highlights include 20 historic - **buildings designed and constructed largely by the Shakers**; iconic examples of Shaker **furniture**; **tools** and **equipment** associated with communal and commercial enterprises; **household objects** such as ceramics, glassware, woodenware, tinware, ironware, and basketry; **Shaker gift drawings** – distinctive works of art; **textiles** including costumes, household textiles, and specialty products; **graphic art** from Shaker businesses; and **archival materials** such as manuscripts, documentation, oral histories, and other ephemera.

Hancock’s diverse collection provides the foundation for our rotating exhibition program. We advance new research and expand existing historic narratives through exhibitions that reinterpret historic collections. Further, we invite contemporary artists, craftspersons, and designers to use the whole of Hancock – our holdings, landscape, and legacy – as a site of inspiration for their work. Through immersive residencies, site-specific installations, and multi-media projects, we invite creative practitioners to bring the past forward, highlighting the continued resonance of Shaker design and craft as a poignant counterpoint to the ways life is experienced today.

**Position Description**:

* Assisting in projects related to collections stewardship, including object cataloguing, exhibit maintenance, scholarly research, metadata recording and processing, digitization, and generally assisting the curator in projects related to the museum’s collections. The Curatorial Assistant will learn how to use the museum’s collection database, PastPerfect, and be instructed in best practices for object handling and care.
* The Assistant will be responsible for continued maintenance and upkeep of the collection, which includes the 20 historic buildings on campus and the 22,000 objects therein.
* Assist with research and development of temporary seasonal exhibitions of contemporary art and design. The Assistant may be asked to conduct research, produce writing, compile checklists, assist with loan requests, accompany the curator on studio visits and research trips, and support the design and installation of exhibitions and other site-specific projects.
* The Assistant will engage with Hancock Shaker Village education/interpretation staff, and be expected to conduct occasional tours of the campus.
* The Assistant will learn to give unique tours of the collection to special interest groups, collectors, students, and scholars.

**Parameters:** The Curatorial Assistant position is part-time, 16 hours per week, year round, with an hourly wage of $14.

**Qualifications**: Applicants must have an undergraduate degree, a master’s degree is preferred, and some experience with archival database systems. The Assistant should have a foundation in American craft/design, history, archival science, historic preservation, or museum studies, as well as an enthusiasm for material culture, communal studies, and museums. Applicants must demonstrate effective writing and research skills, the ability to take direction and work independently, success working in a dynamic environment, aptitude to working with fragile materials, the ability lift at least 30-lbs, and a willingness to get their hands a little dirty.

**Application Procedure**: Applications must include a letter of interest, resume or CV, a short writing sample (2000 words max), and a list of three professional or academic references. Address applications by email to: Leslie Pizani, lpizani@hancockshakervillage.org