



Jenison Historical Association

Preserving the History of Georgetown Township

Job Title:

Curator of Jenison Museum

Job Description:

Role and responsibilities:

- The Curator must be a board member and will be in charge of the restoration and maintenance of the Jenison Museum building and its contents.
- The curator will be chairperson of a permanent committee that includes the Archivist/Acquisitions and Display manager to insure that the articles and information stored at the Jenison Museum are properly stored, displayed, organized, protected and cared for.
- The Curator will formulate and present plans for approval by the Board of Directors at the monthly membership meetings for all renovations, repairs, and/or changes to the Jenison Museum
- The Curator will be the point of contact for anyone wanting to donate items to the Jenison Museum.
- The Curator will make the final determination on any item being offered as a donation to the Jenison Museum.

Qualifications/Experience/Skills:

- A genuine interest in preserving Jenison's history including the Jenison Museum
- Ability to determine, or willingness to learn, "appropriateness" of items being donated.
- Ability to do online research when needed.
- Ability to and comfortable using current technology.

Note: This is an unpaid/volunteer position.