



Position Description

Curator

Organization Overview

The Lone Star Flight Museum (LSFM), a non-profit 501(c) 3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief that aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), LSFM's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

Position Overview

The Museum Curator oversees the acquisition, documentation, cataloging preservation, interpretation, exhibition and display of all historical artifacts and archival materials for the Lone Star Flight Museum. This position requires a highly organized professional who is an effective communicator that can interact with employees and volunteers at all levels and functions of the organization as well as LSFM members, the general public, vendors and stakeholders.

Primary Responsibilities and Duties

- Administer the registration, cataloging, and accounting for the museum's historical properties collection, including artifacts, archival materials, library and exhibits.
- Develop and maintain collection management plans and policies for the acquisition, display, and management of historical property, artifacts and archival material in cooperation with Board Facility & Collection Committee and collections staff.
- Oversee the research, development and creation of several exhibits, including permanent, temporary and traveling exhibits, in collaboration with other museum departments.
- Develop and execute an annual exhibit schedule for both traveling and LSFM exhibits.
- Develop related programs, including lectures, symposia, workshops and other events to support exhibits in consort with other museum departments.
- Oversee administration of the Texas Aviation Hall of Fame, including registration of nominations, interaction with the Board, CEO and Honorary Selection Committee for the selection of nominees, communication with nominees and their families, creation of video and graphic materials for induction and installation of inductees.
- Direct and monitor procedures for maintenance, preservation and proper storage of historical property, artifacts and archival material.
- Conduct research to identify and authenticate provenance of artifacts and archival material.
- Administer loans and leases, (both incoming and outgoing) of artifacts and archival materials with other museums, collections, government agencies and individuals.
- Perform maintenance and refurbishment of existing exhibits.
- Support museum department programs and events with appropriate materials/information.



- Coordinate with restoration efforts to ensure proper preservation and restoration of artifacts to meet the museum's plans and goals.
- Serve as a resource and liaison to the local community, other institutions and the general public with regards to the museum collection.
- Coordinate curatorial activities with Marketing to ensure timely and effective opportunities.
- Coordinate with Development for underwriting opportunities.
- Coordinate with the Operations and Education staff to optimize exhibit and STEM focus areas.
- Ensure all curatorial events are known and tracked on the master events calendar for coordination and support purposes.
- Provide input for routine newsletters and other digital marketing efforts.
- Directly supervise collections volunteers and interns.
- Work as part of the Senior Management Team to relieve short and long-term strategic issues.
- Perform other duties as directed by the COO or CEO.

Experience & Requirements

- A Bachelor's degree in Museum Studies, History (Aviation, Spaceflight or Military), Technology, Transportation or a related field is required; a Master's degree is preferred.
- Demonstrated knowledge of aviation or aviation history is required.
- Five (5) years of progressive museum curatorial and/or exhibit management experience.
- Strong verbal and written skills are needed.
- Possess the vision to develop exhibits to tell a story for various age groups.

The physical demands are consistent with the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Our benefits package includes:

- Competitive compensation
- Some flexibility for partial hybrid arrangement
- Health, dental and vision insurance for employee and eligible dependents
- Paid life insurance
- Long term disability, basic life insurance and other voluntary benefits
- 403(B) retirement savings plan
- Generous and flexible PTO

Status: Full-Time, Exempt. To apply for the Curator position, email your cover letter and resume to Resume@LoneStarFlight.org

The Lone Star Flight Museum is an equal opportunity employer and welcomes all qualified candidates to apply.