

Title of Position *	Curator of Collections/Interpretation
Institution *	Historic Waco Foundation
Position Location: City & State *	Waco, Texas
Position Closing Date	
About the Institution	Historic Waco Foundation is a volunteer organization dedicated to historic preservation in the city. The foundation was formed in 1967 through the merger and incorporation of three common interest groups: the Heritage Society, the Society for Historic Preservation, and the Duncan Foundation. Today, our four historic houses serve as our opportunity to preserve Waco's heritage and history, educate the public, and inspire the community. We offer house tours, as well as, educational opportunities, programs, events, and special exhibits throughout the year.
Institution Website Address	http://www.historicwaco.org/
Summary of Responsibilities	The collection development and management program; the security, preservation, documentation and interpretation of all collections; recommendations to the Collections Committee for acquisition and de-accession; general and object-specific research and publication of that research which includes development and design of brochures and other materials for exhibits, educational programs and fundraisers; coordinate and create permanent and temporary exhibits, assist education committee with youth programming; assist with adult programming, guiding VIP and other tours; public speaking; grant writing; other duties as assigned.
Required Qualifications	M.A. or M.S. in museum studies or related field (history, American decorative arts, public history, etc.) Driver's License Proficient with PC and Microsoft programs Excellent communication skills Ability to multi-task and work cooperatively Must be able to work weekdays and some weekends and evenings Public speaking experience Preferred Qualifications 3-5 years experience at a museum, cultural center or historic site Experience with PastPerfect Bilingual (English/Spanish)
Compensation	Dependent on Experience
Apply at this Website:	http://www.historicwaco.org
Apply with this email:	hwfdavis@hot.rr.com
Special Instructions to Apply:	Please visit http://www.historicwaco.org/employment/ for a complete job description.