



**Job Title:** Curator (Education & Interpretation)

**Reports To:** Executive Director

**Location:** Newcastle, Maine (primarily on site, with some approved work-from-home opportunities; occasional travel, weekend, and evening hours required)

### Position Summary

The Frances Perkins Center is seeking a **full-time Curator** to lead its Education & Interpretation team. This new position will manage the Frances Perkins Center's [cultural resources](#), develop interpretive in-person and virtual exhibits and materials, and grow FPC's educational programs to enhance its overall mission and strategic impact. As a member of the FPC leadership team, the Curator will manage interpretation and education program staff, develop a creative and mission-driven strategy for impact and growth, oversee departmental budget and expenses, and serve as a subject matter expert on Frances Perkins, the Frances Perkins National Monument (FPNM), and the FPC collection. The Curator will also use Frances Perkins' legacy and related history to inspire others and give them tools to address current social and economic challenges through new and enhanced programs and interpretation.

In addition to specialized educational and professional experience, a strong candidate is confident, open to feedback, experienced in public speaking, excited to work with the public, creative, collaborative, passionate about the [FPC mission](#), and eager to help craft the future of a growing organization.

### Roles & Responsibilities

#### Interpretation & Cultural Resources Management

- Manage and steward the Frances Perkins Center collection and cultural resources (including database maintenance, preservation and care, digitization, reporting, and loan/gift requests)
- Lead all phases of the interpretive content development process (including framework, concept generation, design, delivery, evaluation, and documentation), working closely with the National Park Service on interpretation and exhibits at the Frances Perkins National Monument
- Generate innovative, dynamic, and creative approaches to audience engagement on- and off-site, prioritizing accessible interpretation for younger and more diverse audiences
- Direct interpretation and interaction through the development of interpretive guides and training materials for staff, interns, volunteers, and docents

#### Public Programs

- Use FPC's strategic framework to develop a creative plan for programmatic growth that includes the FPC collection, historical/cultural interpretation, and inspiring future generations
- Understand the needs of the communities served by FPC, working with the Executive Director to define target audiences and develop strategies and programs to engage these audiences
- Research, plan, and implement educational materials such as school and field trip curricula, family guides, brochures, web materials, educator resources, newsletter content, and more
- Grow and improve FPC's current signature programming (tourism, speaking engagements, travelling exhibits), directly supporting the delivery and management of these programs
- Work with the Engagement & Impact Manager to measure, evaluate, and analyze impact data

#### Leadership & Strategy

- Serve as FPC's subject matter expert on cultural and historical interpretation and staff contact for education and interpretation projects (including committees, contractors, and partners)



- Serve as a member of the leadership team, actively participating in annual strategy and budget
- Provide direction and support to staff, interns, and volunteers (including hiring, oversight, training, and evaluation) and ensure all team activities are aligned with FPC strategic priorities
- Collaborate with the Director of Development & Strategic Partnerships to deepen FPC's impact through direct outreach to other organizations, partners, donors, schools, and stakeholders
- Serve as an FPC ambassador at professional, partner, and community events
- Create, track, and manage departmental budget and expenses, working with the Director of Development & Strategic Partnerships on funding sources and grant reporting as needed
- Work as a collaborative partner in a team-oriented culture, sharing responsibilities with staff across the organizational structure
- Other duties as assigned (some physical work may be required)

### **Qualifications & Skills**

We encourage interested candidates to apply, even if your qualifications are not perfectly aligned.

- Advanced degree in Museum Studies, History, Women's Studies, or related field
- Minimum of three (3) years of experience curating and installing exhibitions, with some experience managing, designing, and implementing related educational programs
- Demonstrated experience handling museum and/or archival collections (physical and digital)
- Knowledge of museum-related best practices, policies, and ethics
- Strong project management skills including flexibility and adaptability
- Skilled at adapting communication style and tone for varied audiences (written and verbal)
- Working knowledge of Frances Perkins and her legacy, with ability to explain how your subject matter expertise adds value to FPC's mission impact and interpretive/educational growth
- Familiarity with CatalogIt, Canva, and Microsoft 365 suite
- Driver's license and vehicle required for hybrid work in Newcastle, Maine

### **Compensation & Benefits**

The salary for this full-time (40 hours/week, exempt) position is \$70,000 - 75,000. Additional benefits include:

- Comprehensive benefits package with employer-paid health, vision, and dental insurance
- SIMPLE IRA with a 3% matching contribution
- Generous paid time off including holidays, flexible earned paid leave, and medical leave

### **Application**

Interested candidates should send a resume and a cover letter explaining why they are interested in this opportunity and how it is well aligned with their strengths and experience to Amanda Hatch (ahatch@francesperkinscenter.org). Applications will be accepted on a rolling basis. Preference will be given to candidates who apply before January 23, 2026, and can begin work in/before March 2026.

The Frances Perkins Center is an equal opportunity employer which recognizes and encourages people of all identities to apply. The organization does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression, and any other legally protected characteristic. The Center complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.