**SS United States Conservancy Employment Opportunities**

Curatorial Associate

**Who we are**: The SS United States Conservancy, a national nonprofit organization founded in 2004, is dedicated to protecting, revitalizing, and promoting the historic ocean liner SS *United States*, the largest passenger ship ever built in America and current holder of the transatlantic speed record. “America’s Flagship” transported four U.S. presidents, business moguls, movie stars, tourists, artists, authors, and immigrants, and the vessel is one of the only surviving iconic ocean liners from the golden age of trans-Atlantic travel.

The SS United States Conservancy purchased the SS *United States* in February of 2011 and is currently working to secure her future as a mixed-use, stationary development which will include a SS *United States* museum and innovation center. As these plans advance, the Conservancy is building its permanent collection of archives, art, and artifacts from the SS *United States*. Our curatorial staff is committed to preserving and disseminating its collections through its social media platforms, digital exhibitions, oral histories, and events in partnership with other museums and educational institutions.

Guided by a prominent board of directors and advisory council, the Conservancy currently has a small team based in Washington, DC, Philadelphia, and New York. The organization has members hailing from all 50 states and 22 nations worldwide.

For more information about the organization and its mission, visit www.ssusc.org.

**What we are looking for**: The SS United States Conservancy is currently recruiting a part-time Curatorial and Associate. Ideally, the candidate would be able to spend at least some hours each week in the organization’s Philadelphia office, in addition to working remotely.

The **Curatorial Associate** will handle a range of curatorial and outreach tasks associated with developing and disseminating the Conservancy’s growing collection of art and artifacts, as well as help build public support for the Conservancy’s future museum and innovation center.  The position’s duties will be refined based on the skillset and interests of the successful applicant. These tasks could include:

* Researching and writing on compelling topics relating to the history of the SS *United States* for Conservancy publications.
* Developing concepts and content for digital exhibitions; identifying images, and drafting exhibition text and image labels.
* Supporting social-digital outreach, potentially including podcasts and oral histories.
* Assisting in the development of proposals focused on securing support for the Conservancy’s growing curatorial collections, archival records, and future museum planning.
* Supporting Conservancy outreach by responding to requests for historical information and liaising with other museums and educational institutions.
* Assisting in cataloging new curatorial acquisitions acquired by the Conservancy using the PastPerfect platform and database.

**Qualifications**

* Previous internship or employment experience focused on historic preservation, maritime history, exhibition planning, museum operations, and/or external communications.
* A bachelor’s degree in a relevant field. Preferred: Master’s degree in Museum Science, Historic Preservation, or closely related field.
* Working knowledge of Microsoft Word and Excel, and Google Drive. Preferred: Adobe Suite: Photoshop, Illustrator, and InDesign.
* Ability to work remotely and with limited supervision.
* Excellent writing skills
* Preferred: Experience with the PastPerfect software platform

**Commitment**: 15-20 hours per week. (negotiable.) This opportunity can be combined with other part-time work.)

**Remuneration**: Initial compensation level: $25.00/hour

**Start Date**: Negotiable.

This position offers excellent opportunities for professional and personal development with practical, hands-on experience and mentoring. To apply, please send resume and cover letter to positions@ssusc.org with “Curatorial Associate” in the subject line. No phone calls please.

**Due to the high volume of applications, we are not able to respond to each individual applicant. Selected candidates will be contacted by email to arrange an initial phone interview.**