



Job Title:	Museum Specialist	Department:	Museum
Direct Report:	Laura McKie/Ava Spece	Location:	Lucy Burns Museum
Level/Salary Range:	Monthly stipend = \$3,500 (6 mo. Appointment)	Position Type:	Temporary/Full-Time

Job Description

WORKHOUSE ARTS FOUNDATION

The Workhouse Arts Center is a significant adaptive reuse project which repurposes a portion of the former Lorton Correctional Prison Complex into an arts center with 100,000 visitors, 800 arts classes, 300 performances, 100 exhibitions, and several large community events annually. Last year, the organization completed a \$2M renovation project allowing for the installation of a formal prison history museum in building W-2. In addition to those funds, the Workhouse also secured \$500K to fund Phase I exhibits (the ‘planned exhibits’), which are currently being fabricated, to be installed prior to September 2019. Activation of two other remaining portions of the building (the cell block wing and a one-room addition) are Phase II of the project and will be the primary focus of the Museum Specialist as detailed below:

JOB SUMMARY

The Museum Specialist is a temporary (6-month appointment), contract position at the Workhouse Arts Center’s new Lucy Burns Museum. The new museum has an anticipated opening date of September 2019. In preparation for public opening, the Museum Specialist will be responsible for a variety of activities in support of curating, designing, and acquiring exhibits/artifacts for two separate parts of the larger museum, a renovated, 100-year old building on the campus of the Workhouse Arts Center. This position will also be responsible for contributing substantially to the successful opening of the new museum by guiding the transition from one building to another, from a currently-small space to a large professional museum space.

ROLE AND RESPONSIBILITIES

- Cell Block
 - Develop 5-7 exhibits in select cells of the cell block portion of the new museum, consistent with the history of the site.
 - Develop overall visitor experience in the cell block portion of the building utilizing sound, light, digital display, and artifacts, etc.
- Room Addition
 - Develop exhibit/display and experience in one specific room of the building, an addition to the primary structure which honors the history of the site and complements the planned exhibits.
- Transition
 - Take a leadership role in transitioning the current Prison Museum (building W-9) into the new Lucy Burns Museum (building W-2).
 - Ensure careful relocation and storage of artifacts as appropriate.
 - Coordinate as needed with the design team of Howard+Revis, and fabricators EIS Studios and Capitol Museum Services for installation of planned exhibits.
- Relationships
 - Maintain positive relationships with all other stakeholders on campus including staff, docents, and artists as needed.
 - Engage docent community to ensure that consideration for their wants and dreams for the museum be considered, weighed, and incorporated whenever appropriate.
 - Provide creative input for any process and projects associated with the Lucy Burns Museum



SUPERVISION

The Museum Specialist will be supervised directly by the Chair of the Workhouse Museum and History Committee, a dedicated volunteer and Board Member at the Workhouse Arts Center. Additional dotted-line supervision will be provided by the CEO of the Workhouse Arts Center.

EDUCATION

Graduate degree in Museum Studies preferred but not required.

PREFERRED SKILLS

- A longing to make a profound difference in the outcomes associated with opening of the Lucy Burns Museum – to make history!
- An unquenchable spark of creative energy
- Knowledge about and experience with exhibit techniques and methodology
- Ability to work very independently and find success
- Excellent writing, email, verbal/phone, and communication skills
- Primary Software skills: Microsoft (Outlook, Excel, Word), Adobe Acrobat, and Past Perfect

TO APPLY

Please send your resume and a cover letter to resumes@workhousearts.org.

Position open until filled.

Drafted By:	Ava Spece	Date:	
Approved By:	Ava Spece	Date:	
Last Updated By:		Date:	