

Software Curator – Computer History Museum:

Major Duties

- Act as the focal point for activities and resources related to the Software Collection.
- Take a leadership role in developing the long-term development of the Museum's Software Collection.
- Work with Software Collections Committee and artifact donor community to insure proactive collection and conservation of specific software and related artifacts.
- Coordinate with Collections & Exhibitions department staff to design, develop, document, and implement processes and procedures to insure the proper cataloging, preservation, and presentation of the Software Collection to the Museum's target audiences; including the design of data entry forms, entry of descriptive and technical data into the catalog database and online access to the Collections Catalog and related assets.
- Develop and maintain ties with other academic institutions, non-profits, trade associations, companies, and individuals creating and implementing software collection, preservation, interpretation, and research standards and techniques.
- Create content and ensure technical accuracy for exhibitions, publications and other Museum programs; consulting where necessary with outside subject matter experts.
- Assist with exhibit development and museum-wide interpretive programs, working with designated teams to create content, selection and installation of artifacts, images, and multi-media programs.
- Coordinate and train volunteers and interns to assist with projects, including preparing project plans, instructions and training materials.
- Represent and make presentations to the Museum's Board of Trustees, Museum committees and outside organizations
- Serve on appropriate Museum committees
- Support CHM special events as needed
- Give tours as required, particularly VIP events