



POSITION ANNOUNCEMENT

Associate Curator/Curator of Community Engagement

Kelso Museum of Near Eastern Archaeology

POSITION SUMMARY

Pittsburgh Theological Seminary invites applications for the position of Associate Curator/Curator of Community Engagement of the Kelso Museum of Near Eastern Archaeology. Appointment level (Associate Curator or Curator) will be commensurate with qualifications and experience (see below). This full-time professional staff position offers an exceptional opportunity for an energetic museum professional to help shape the future of one of North America's significant teaching collections of the archaeology and material culture of the southern Levant.

The Curator will work closely with the Museum Director to steward the Museum's collections, expand educational programming, strengthen public engagement, develop innovative exhibitions, and support research. The successful candidate will play a central role in a major initiative to substantially redesign and expand the Museum's permanent exhibitions while helping to establish the Kelso Museum as a leading center for the interpretation of the archaeology, history, and cultures of the ancient Near East.

The Curator will contribute to the Seminary's educational mission by making the Museum an active resource for students, faculty, scholars, churches, schools, and the broader public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Curator will be involved in:

- **Community Engagement (30%)**
 - Design and implement educational programming for university students, clergy, teachers, school groups, and public audiences.
 - Lead docent training and provide tours for visitors, donors, alumni, and special guests.
 - Collaborate with faculty in integrating Museum collections into Seminary teaching and research.
 - Represent the Museum through professional organizations, conferences, and community partnerships.
- **Exhibits (30%)**
 - Assist in the planning, development, installation, and evaluation of permanent, temporary, and traveling exhibitions.
 - Develop engaging interpretive materials for diverse audiences.

- Participate in the comprehensive redesign and expansion of the Museum's galleries.
- Collections Management (20%)
 - Manage, document, catalog, and interpret archaeological collections according to current museum standards.
 - Oversee or coordinate collections care, preventive conservation, environmental monitoring, storage, handling, and integrated pest management.
 - Assist in establishing conservation priorities and coordinate work with professional conservators.
 - Contribute to collections digitization initiatives and digital access projects.
 - Assist with acquisitions, accessions, loans, deaccessions, and collections documentation in accordance with professional ethics and institutional policies.
 - Supervise student assistants, interns, volunteers, and visiting scholars as assigned.
- Development (10%)
 - Support grant writing, fundraising initiatives, and donor cultivation related to collections, exhibitions, and educational programs.
- Research (10%)
 - Conduct original research on the Museum's collections and contribute to scholarly publications and exhibition catalogs.
- Perform other related duties as assigned by the Museum Director.

QUALIFICATIONS

Required

- Master's degree (M.A. or equivalent) in Near Eastern Archaeology, Archaeology, Museum Studies, Art History, Anthropology, Ancient History, or a closely related discipline.
- Demonstrated knowledge of the archaeology, history, and cultures of the ancient Near East, with expertise in the Southern Levant.
- Experience developing educational and public engagement programming.
- Experience with museum collections management and professional registration practices.
- Ability to work collaboratively with faculty, staff, students, volunteers, donors, and community partners.
- Experience planning or implementing museum exhibitions.
- Excellent written, oral, and interpersonal communication skills.
- Demonstrated organizational skills and ability to manage multiple concurrent projects.
- Due to the nature of this role involving regular interaction with minors, the successful candidate must successfully complete and maintain the Commonwealth of Pennsylvania's required background clearances prior to employment. This includes the PA State Police Criminal History Clearance, the PA Child Abuse History Clearance, and the FBI Fingerprint Criminal History Clearance.

Preferred

Preference will be given to candidates who possess one or more of the following:

- Ph.D. in Near Eastern Archaeology or a closely related discipline.
- Field experience in archaeological excavations in the ancient Near East.
- Background in the history of ancient Near Eastern art or art history.
- Experience with archaeological object conservation or preventive conservation.
- Experience with collections management databases and museum digitization initiatives.
- Knowledge of current museum standards, including AAM best practices and ethical guidelines.
- Experience supervising staff, interns, or volunteers.
- Grant writing and project management experience.
- Demonstrated record of scholarly publication and public scholarship.
- Reading knowledge of one or more modern or ancient languages relevant to Near Eastern studies.

DESIRED CHARACTERISTICS

The successful candidate will demonstrate:

- A passion for archaeology and public interpretation.
- Enthusiasm for engaging diverse audiences.
- Creativity in exhibition development and educational programming.
- Commitment to collaborative leadership.
- Strong attention to detail and professional ethics.
- Flexibility and initiative in a dynamic museum environment.
- Appreciation for the educational mission of a theological seminary.

WORK ENVIRONMENT

Hybrid: in office 3 days a week (W-F); remote work 2 days a week (M and T). Occasional evening work, weekend tours and educational programs, and travel (10%) will be required.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

ABOUT THE KELSO MUSEUM

The Kelso Museum of Near Eastern Archaeology has its roots in a program of archaeological field work in the Near East that began in 1924. Its exhibits highlight daily life in ancient times, including landscape and settlement patterns; domestic and communal architecture; agriculture and food preparation; technologies, crafts, and stylistic traditions; trade; religious observance; as well as memory and writing systems and practices. The museum houses significant archaeological collections documenting the civilizations of the ancient Near East, with strengths in the archaeology of the Southern Levant and the history of biblical archaeology. The Kelso Museum supports teaching, research, and public education through exhibitions, collections,

archives, lectures, and digital initiatives. In addition to offering tours and resources for scholars, teachers, and students, the Museum invites leading archaeologists to Pittsburgh to offer free, public lectures on a variety of topics.

The Kelso Museum is entering an exciting period of growth, including the comprehensive reimagining of its permanent exhibitions, expansion of educational programming, enhanced collections stewardship, increased digital access, and long-term planning for new and renovated museum facilities. The Curator will have an exceptional opportunity to help define the Museum's future and shape its impact for decades to come.

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school rooted in the Presbyterian Church (U.S.A.) and committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. The Seminary's mission is to form and equip people for ministries familiar and yet to unfold, communities present and yet to be gathered through hybrid master's and doctor of ministry degrees, certificates, and continuing education programming.

TO APPLY

Applicants should submit the following materials to careers@pts.edu:

- Letter of interest
- Curriculum vitae or résumé
- Statement describing experience in museum practice and public engagement
- Names and contact information (phone and e-mail) for three professional references

Review of applications will begin as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.