



## Manager of Curatorial Affairs

**Reports to:** Senior Director of Exhibits and Special Projects  
**FLSA Status:** Full time, exempt employee  
**Date Written:** May 2022

### ORGANIZATION

Planet Word ([www.planetwordmuseum.org](http://www.planetwordmuseum.org)) is the world's first voice-activated museum and the world's first interactive museum of words and language. Founded and led by philanthropist and educator Ann Friedman, it's a new kind of museum, one based on ideas rather than a collection. Planet Word's mission is to renew and inspire a love of words, language, and reading out of the belief that a strong democracy is founded on a literate society. Readers are more likely to be volunteers, to be active in their communities, and to vote. The museum's unique participatory experiences use cutting-edge technology to bring language vividly to life.

Free admission to the museum offers galleries devoted to early childhood language acquisition, the diversity of the world's languages, etymology, songwriting, oratory, poetry, humor-writing, copywriting, and storytelling. Planet Word's experiences entrance visitors of all ages, interests, and backgrounds. In addition to these main galleries, the museum offers an array of voice-activated digital stations covering word-related topics such as forensic linguistics, truth in advertising, dialect, product-naming, news literacy, linguistic bias, and words that wound. These "beacons" invite visitors to deeper understanding of their critical role in choosing how we use words every day.

*Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where our community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.*

### POSITION

Planet Word is seeking a Manager of Curatorial Affairs to manage all Planet Word-generated content, including museum exhibits, ancillary experiences, and other public-facing material. This includes developing and project managing additional exhibit content (such as new auxiliary digital exhibits), collecting and analyzing data from existing exhibits, maintaining an asset and license database, developing exhibit evaluation processes in conjunction with visitor services, and exploring potential avenues for content outreach that delivers on the museum's mission objectives.

The Manager of Curatorial Affairs reports directly to the Senior Director of Exhibits and Special Projects and works closely with the Founder and CEO. As a small museum with a nimble staff and start-up mentality, all Planet Word staff are expected to collaborate and support other departments, including programming, development, marketing, and visitor services.

### ESSENTIAL FUNCTIONS *(other duties as assigned)*

#### Management of Curatorial Activities (45%):

- Working under the direction of the Founder and CEO, lead ongoing content development for museum exhibits as well as for new mission-related initiatives separate from the museum exhibits:
  - Work closely with CEO to determine desired outcomes of the new content
  - Assist Senior Director of Exhibits and Special Projects on cost/benefit analysis and budget
  - Work collaboratively with external partners, scholars, and other advisors, to generate content
  - Research, write, fact-check, and copyedit new content
  - License assets as needed
  - Quality assurance testing of new content within exhibit software

- Liaise with Programming and Education teams to support program development based on the museum exhibits
- Work with Visitor Services, Education, and Programming teams to develop interpretive materials as needs arise with particular interest groups, programs, etc.
- Strategize with the technology team on how best to build and maintain a low-cost archive for visitor-created content

**Exhibit Content Project Management (45%):**

- Maintain master asset database for all exhibit assets and licenses
- Act as project manager for implementing new changes to content, including but not limited to:
  - Working with external partners, advisors, and scholars, in addition to contractors
  - Researching, writing, fact-checking, and copyediting new content
  - Licensing assets as needed
  - Quality assurance testing of new content within exhibit software
- Act as primary point person for Planet Word’s custom Content Management System (CMS)
  - Implement minor changes to exhibits as necessary within the CMS
  - Build new auxiliary exhibits (“Beacons”) within the CMS
  - Collect data on visitor engagement from the CMS
- Collect and analyze visitor experience data from available data collection points
- Maintain a database of information in order to easily compare data over time
- Support Development team in grant applications that require quantitative data

**Curatorial & Scholarly Outreach (10%):**

- Support the Founder and CEO in public speaking engagements
- Speak to media on the importance, relevance, and impact of the Planet Word exhibits
- Promote Planet Word through outreach at relevant conferences, publications, and related opportunities as they arise

**QUALIFICATIONS AND SKILLS**

- Minimum 3 years relevant experience, project management and museum experience preferred
- Bachelor’s degree in Linguistics or related field required, MA or other graduate degree preferred
- Passion for the beauty and power of words and language
- Excellent writing and communication skills
- Familiarity with using Content Management Systems
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Proficiency with Adobe Creative Suite (Acrobat, InDesign, Photoshop, Illustrator, Premiere) a plus
- Demonstrated organizational skill with contracts, invoices, and other paperwork
- Efficient administrator; familiar with budgets, scheduling, and databases
- Experience working with content stakeholders with varying priorities
- Ability to work individually or in a team
- Ability to adapt quickly to changes and trouble-shoot when necessary
- Experience with copy editing and proof-reading (familiarity with Chicago Manual of Style a plus)

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job the employee is regularly required to sit, use hands and arms to operate keyboard, mouse, and phone. The employee needs to regularly use senses of sight and hearing. The employee is frequently required to reach with hands and arms and required to stand, walk, stoop, or kneel.*

**SALARY AND BENEFITS**

\$65,000 - \$75,000/year

Planet Word offers a generous benefits package including:

Full employee medical, dental, vision, life, STD/LTD/AD&D coverage plus 50% dependent share and 403(b) plan  
PTO: Vacation, holidays, personal days

*Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.*

**TO APPLY**

Please send your resume and a creative letter of interest via email to:

[Careers@planetwordmuseum.org](mailto:Careers@planetwordmuseum.org)

Subject: Manager of Curatorial Affairs