

Davistown Museum

Positions Available

March 15, 2007

The Davistown Museum has (3) positions available, all of which involve living and working at the Museum. Information pertaining to these positions is organized in the following sections:

- I. Job Descriptions
- II. Work Categories
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Job Descriptions

Situation #1 { Assistant Curator in Training }

- The position of most importance involves living in our 3rd and 4th floor 3-room apartment within the museum complex. Ideally the person living in this situation would have an intimate relationship with the Museum, in the sense of being interested in the Museum's missions, including New England, Maritime and Industrial history, and what we call at the museum, "The Marriage of Tools, History and Art".
- The rent for the apartment within the museum complex is \$500/month for one person; this includes heat and electricity. This rent is independent of any employment at the museum and is the same whether the person living in the apartment works one day per week, zero days per week, or five days per week. Due to the vulnerability of nearby prints and fabric art to damage, smoking and candles are absolutely prohibited. We would prefer to rent to a non-smoker. No dogs are allowed but one cat might be a possibility. The premises are not suitable for children or for persons who would have difficulty climbing the long stairs to the 3rd floor or the narrow stairs to the 4th

floor bedroom. Persons inquiring about this position should email us a vitae, which would include contact information for your landlord(s) during the past three years, as well as three personal and/or business references. First and last months rent is required. We have parking for only one motor vehicle – no boats, horses, firearms, etc. are allowed on the property. We do not have space for storage of large quantities of personal belongings for someone beginning a new life adventure. See problems and challenges below for more information about this living arrangement. The rent for a couple would be \$600/month.

- It would be mandatory for the person living in the Museum complex to be able to operate the Museum at least one day per week on a year-round basis, preferably Sundays. The Museum currently has very limited funding to pay staff to operate the Museum – enough money coming in to pay for 12 – 16 hours per week @ \$10 per hour.
- The Museum has enough work and projects available to keep 2 persons employed full-time on a nearly year round basis, but we currently lack the funding to pay for these activities which include: our public school outreach program, library and tool cataloging, photography for upcoming shows, Web site postings including bibliographies and text, museum public relations and fund-raising activities and events, grant writing, evening operation of Museum café and Maine Artists Guild Gallery. (See below for a more detailed listing of museum employee responsibilities.)
- We are hoping to meet an assistant curator with grant writing and or fund-raising skills. We believe our Museum missions are worthy of funding by outside organizations, individuals, and government institutions etc. In the event of future funding for museum educational programs, for example: our top priority would be to direct much of this income to reimburse a staff person within the Museum complex. For further information about both funded and unfunded programs, see below.

Situation #2 {Summer Intern} and Situation #3 {Artist in Residence}

- During the last several summers, we have received a small grant to pay for a summer intern to work 10 weeks from June to just after Labor Day. Now that Bank of America has purchased MBNA, no such funding is available. Nonetheless, we do have an excellent new cabin adjacent to the Museum which would be available rent free to a person who would like to train as an unpaid Museum intern and work 4 days per week from 10 am to 4:30 or 5 pm. Please note that the studio apartment listed below is also available for the use of an intern, but it is not rent free. An intern staying for the summer in our cozy cabin will have access to the Museum staff kitchen and associated facilities on the second floor. See below for an explanation of duties.
- The Museum has a spacious studio apartment at the rear of the building next to the Museum café {staff kitchen, Museum bookshop, and Maine Artists Guild Gallery complex}. The rent on the studio apartment including heat is \$400.00 per month for 1 person. In the past, most tenants have been residents only, with no affiliation with the Museum, other than the interns who lived there during the last 2 summers {before the Intern’s cabin was built in 2006}. We would prefer that whoever lives in the studio apartment has some affiliation with the Museum, e.g. “Artist In Residence”, or “Head Gardener” for our small gardens, “Librarian” or “Maine Artists Guild Gallery Manager”. We are in fact willing to rent this studio to anyone with a general interest in living on the museum premises provided they have a significant interest in at least one Museum mission or are a working artist, poet, novelist, musician, or professional educator.
- If sufficient funding materializes, there may be some paid work available within the Museum complex for the occupant of this studio apartment {see listing below.} It is also possible that the studio apartment would be used by the summer intern if they had sufficient funding for the apartment rent – its living space is larger than the cabin, which also might be utilized by visiting Museum readers and researchers. Prospective interns ideally might be able to receive course

credit for their internship; our library and tool collection is a unique resource. Anyone interested in the study of early material cultural artifacts, especially edge tools made before 1900, would have access to what may be the largest and most comprehensive collection available for study in the USA. Our small library has two locations – please note our main office is 75 miles away in Hulls Cove – where visiting interns and readers can access some of the most important references. We have double copies of many key texts, but there are a few important sources, which are located in the Hulls Cove due to their use by the curator for ongoing publications. We can provide overnight accommodations for visiting interns at Hulls Cove at no charge.

Work Categories

Work at the Davistown Museum falls into 3 different categories:

1. **Currently Funded:** Paid work {\$10.00 per hour} where we are certain that funds are available. During the summer season we will have enough money to pay someone to man the Museum 12 – 16 hours per week from June until Labor Day weekend. In the off season, we are open at least 12 hours per week, but the Curator mans the Museum on Saturdays, so if funding continues to be a problem, our priority is to pay someone to man the Museum on Sundays from 11 am to 4:30 pm, with additional work a possibility on Saturdays, Saturday evenings, or during the week at any time for cataloging, photography, public education outreach, or on-line research, etc.
2. **Self-Funded:** Ways to earn money at the Museum: Even if no funds materialize to help fund basic Museum missions, there are several ways that an “Assistant Curator in Training” or anyone else living at the Museum can earn cash:
 - a. **E-Bay sales, October to April:** The Museum has a few tools and artworks that it would like to deaccession, and has access to an absolutely endless supply of records, books, collectibles, and other objects that the Liberty Tool Company, located

across the street would like to sell. For E-bay consignments, the Museum receives 20% of the proceeds. Sales commissions to a Museum resident vending Janis Joplin records or Howdy Doody lunch boxes on E-Bay range as high as 30% for the lower priced items.

- b. During the tourist season, June to October, one or more days of work may be available either at Liberty Tool Company, or at Captain Tinkham's Emporium in Searsport, manning the second-hand stores which keep the Museum going. Pay is \$10/hour.
- c. Maine Artists Guild Gallery complex: part of the fun of living at The Davistown Museum is that the entire second floor is filled with art. The Museum has some items in the permanent collection on this floor that are not for sale, but there are many artworks by members of the Maine Artists Guild (MAG), which are for sale. The Museum receives 20% of the proceeds from such sales; the salesperson, *if a resident of the museum complex*, can receive a 5% commission on MAG art sales that they make without other staff involvement, if not sold during paid work hours.
- d. Museum e~Store: The Davistown Museum has an extensive Web site e~Store, the purpose of which is to raise money for the museum. The Museum receives 20% of the proceeds of e~Store sales (for the few deaccessioned items being sold, it receives 100%). Most e~Store sales occur via the Hulls Cove office. Residents of the Museum complex who facilitate an e~Store sale such as a MAG work of art may be eligible for the 5% sales commission.
- e. Matting and Framing: The Museum has two first floor rear workshops, one of which is set up for matting and framing prints and other artwork. There is an occasional hour or two of paid work reframing or repairing Museum displays (\$10/hour). There is also approximately ½ to 1 day per months work

available for matting and framing prints for the Jonesport Wood Company store complex (Liberty Tool Co., Captain Tinkham's Emporium, and the Tool Barn). For an experienced mat and frame person, the pay is \$12/hour. *A Museum complex resident might be able to make an arrangement to do matting and framing as a side business in this workshop.*

f. Building Maintenance: The Museum complex always needs miscellaneous painting and small repair jobs – nothing complex. Thom McKee takes care of all major construction projects, but during the warm weather we may have some painting and scraping work available for a Museum resident trying to make ends meet.

3. Unfunded Work Projects: As noted, the Museum has endless unfunded work. If the Museum has one paid person on duty working 12 hours per week and one summer intern working 4 days per week, due to the obligations of greeting visitors, doing the daily log, and other responsibilities time may not allow for the completion of the following week to week obligations of the Museum bureaucracy:

- a. Filing. We have a backlog of periodical articles and other tool-specific information that needs to go in the files in the second floor library.
- b. Keeping track of incoming and outgoing (sold) MAG artworks, new Museum acquisitions, and upcoming show listings, as well as updating artist's files with new addresses and phone numbers.
- c. Web site bibliographic entries: We are always adding new citations to our Web site bibliographies. While some of this might be done by and intern or during those paid hours, we have so much material to deal with that we are hoping to obtain funding to allow us to complete bibliographic entries and other related Web site information file postings.
- d. Library cataloging: We have a backlog of books, which need to be entered into our Past Perfect library catalog.

- e. Tool cataloging: We have a backlog of tools that need to be entered into our catalog database.
- f. Public education outreach program: Our hope to develop a program for presenting, describing, and discussing significant hand tools in public schools is entirely unfunded. We continue to maintain that the study of hand tools provides an excellent venue for students to explore the many avenues of colonial and early American history. In the real world of all children left behind, we have not been able to find an eligible staff person who will actually help organize this program. We have had several credible Museum employees who indicated they were good at fundraising and grant writing, but who never even wrote so much as the first paragraph of an attempted grant application. Nonetheless, our extensive Web site is now one of America's premier history information resources for home schoolers wishing to learn more about New England's maritime and industrial history. Many individual teachers visiting the Museum collections have agreed with our observation that hands-on classroom examination of early tools provides a great introduction to American history. Would you consider helping with this project?
- g. Online research and inquiries pertaining to our publications: We have endless regional and local libraries, museums, and historical societies to contact about additional information we are seeking about early iron industries and edge toolmaking in New England. Among the most important institutions that we are currently working with or will be seeking additional information from include: Mystic Seaport, Rhode Island Historical Society, New Bedford Whaling Museum, Old Colony Historical Society, Peabody Essex Museum, Strawberry Banke, Maine Maritime Museum, Penobscot Marine Museum, Boston Public Library, Maine State Library, Bangor Public Library, and many others. Staff time needed for

much of this contact, if not done by the curator (who is unpaid), is currently unfunded as is online research.

- h. Biologically significant chemical fallout database: The Davistown Museum had its roots in 29 years of research by the Center for Biological Monitoring (CBM) on chemical fallout issues. During this time, the predecessor to The Davistown Museum, CBM specialized in weapons production and nuclear power derived radioisotopes. In 1996, we published the definitive survey of Chernobyl fallout patterns. Environmental History remains a key mission of The Davistown Museum. In the future, when the *Hand Tools in History* series is completed (no museum publication series is ever complete in the sense that we are always adding additional citations and essays to our Web site), we would like to focus part of our endeavors in expanding the chemical fallout database, the preliminary bibliographies of which can be accessed in volume 14 of our publication series. While no significant additional work is expected to be done on volumes 15 – 22, in future years we hope to greatly expand volume 14. Once we begin a specific fundraising drive for this project, we believe funding will be easier to obtain than is now the case for our public education outreach programs. This project will, nonetheless, have to await the completion of the *Hand Tools in History* series and the attempt to formulate the public education outreach program.

On Duty Museum Staff Responsibilities

The above descriptions provide a general overview of Museum duties, projects, and responsibilities. For anyone working in the Museum, there are specific duties, which must be executed on a daily basis by the person on duty. If the Museum is busy, as it often is on a summer weekend, there may be no time available for ongoing responsibilities such as filing,

bibliographic citations, Web site research and inquiries, library cataloging, and all the other time consuming projects described above. Here are the basic responsibilities, which cannot be evaded:

1. Turn the lights on on all floors and cabinets.
2. Check the bathrooms to make sure there are no disasters and supplies are available.
3. Plug in the coffee machine in the museum café – the water takes about 20 minutes to heat up. Have a cup of coffee or tea.
4. The Museum has electronic devices such that if you are sitting in the café gabbing with a MAG gallery visitor (second floor) you will hear visitors entering the third floor. The on duty person is to make contact with each and every person entering the Museum to see what their needs are. Many like to browse through the displays without any conversation; others are seeking specific information in the genealogical section or about particular tools. The issue of interacting with Museum visitors has to be determined on an individual basis – certainly the question can be asked “is this your first visit,” next “are you looking for any specific information?”
5. In general, for first time Museum visitors, a brief description of the Museum mission and organizational format is necessary.
6. Once there are one or more visitors browsing in the upstairs tool collection and galleries, the person on duty should remain on the third floor where the main computer station and visitor greeting area is located.
7. Access to the second floor galleries and coffee shop is at the convenience of the person on duty. If the Museum is really busy there may be times when the second floor gallery complex and café would have to be closed. The person on duty is always encouraged to allow interested persons to browse in the second floor galleries in the hope that an artwork might be sold, or books for sale in the small café might be purchased, but the main duty is to supervise visitations to the third floor. In the past, we have had two incidents of theft of books from the third floor and one incident of the theft

of a very valuable tool from the second floor photography area (this tool was temporarily out of its locked case). Unlike most museums and historical societies, we have many tools and objects on both floors available for hands on analysis, which makes us vulnerable to theft.

8. The curator is on duty every Saturday from March until December and would like to note for prospective new employees (fyi) that he moves from one floor to the next depending on the flow of visitors and often encourages visitors to have tea or coffee in the café and view the artworks on display on the second floor even though there may be other visitors on the third floor. During quiet days in the off season, proofreading etc. is often done on either couch on the second floor where the electronic alert to persons going to the third floor is easily heard. Likewise, while on duty on the third floor, the alert to visitor's presence on the second floor is easily heard, as is the noise of persons coming up or down the stairs. The on duty person will soon find that staffing the museum involves a busy day of conversation, asking and answering questions, showing kids the children's corner, advising visitors of the availability of coffee and tea, noting the availability of books for sale in the Museum café, advising them of the availability of the outside porch for bag lunches on nice days, and asking if they have been to Liberty Tool or Liberty Graphics (most visitors to the Museum have just come from those two locations).
9. Other duties: Asking visitors to make a \$2 admission donation and *asking all visitors to sign the visitors log.*
10. Writing slips for the sale of all Museum publications and books on consignment by artists on display at the Museum (the Museum sells publications of Alan Magee, John Whalley, the writer John Cardano, and CBM publications and art cards by Margo Klass, Judith Brown, items from the gift shop, etc.)
11. Check and read emails, send copies of relevant emails to the curator@davistownmuseum.org (i.e. to the Hulls Cove office)

12. Sort and open incoming US Mail. A new mailbox will shortly be installed in the second floor library area.
13. Keep track of the number of visitors and fill out the log book at the end of the day.
14. Cleaning: rinse out coffee maker, empty compost, spiff up café tables and kitchen area, light cleaning in bathrooms, vacuum museum entrance stairs once per week (15 minutes)
15. When the museum is quiet significant amounts of filing and paperwork may be done in the second floor library office area.
16. There are often books and art related material that needs to be brought up to the two third floor library areas or the 4th floor environmental history library and periodical section.
17. Out of two typical work days, say a weekday 10 – 5 and a Sunday, 11 – 5, the breakdown of the time spent on the required duties may be as follows:
 - a. open – close – lights – log – emails – mail: 1 hour
 - b. greet and converse with visitors, aid them in navigating the Museum complex: 6 hours
 - c. online postings, bibliography, email inquiries: 2 hours
 - d. light cleaning of bathrooms and Museum kitchen and café: 1 hour
 - e. Museum store, publication, and MAG sales and customer interaction: 2 hours
 - f. This doesn't leave much time for the 1,001 other projects that the Museum needs done, ranging from grant writing and fundraising to tool and library cataloging.

Are you good at multi-tasking, grant writing, and fundraising? Then please apply for a live-in position at The Davistown Museum. It's fun and interesting even though the pay isn't that great.

Problems and Challenges

If you have managed to read through all of the above information about the positions available at the Museum, please note the following **important** information:

- The Museum is located in an isolated area of the Norumbega backcountry. It is very scenic, but it is also a very small town replete with the attitudes that characterize small towns everywhere. The nearest head of broccoli (supermarket) is 17 miles to the east, as is the nearest movie theater. The scenic Camden/Rockland area with its restaurants, harbors, and museums are about 25 miles over the hills to the southeast.
- It is exactly 1 ½ hours to drive to Portland in the very best of weather.
- During the winter time local roads can be extremely hazardous, and it is a long drive for those who need to commute to the coast for part time work.
- There is almost no work available locally. Persons considering a position at The Davistown Museum must be self-funded or capable of earning a living by their own skills, i.e. by selling art to galleries out of the area, or services via the internet.
- Please do not apply for these positions if you have a dog, a smoking habit, or any previous OUI convictions. Thank you.