



DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Museum Curator
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Varies

SUMMARY: Responsible for supervising museum operations including collection management, exhibits, research, budgeting, planning and overseeing maintenance projects. Develops educational programs; writes and administers grants; conducts tours; facilitates Board meetings; and responds to media inquiries. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Supervises lower level recreation staff, volunteers, and contract employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of the museum, which includes: planning, developing, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; overseeing facility scheduling; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Manages and oversees the completion of facility maintenance projects.
- Develops and administers division budget, including the preparation of related financial reports.
- Manages the archival storage project.
- Develops, promotes, markets, and evaluates community educational programs.
- Writes and coordinates grants.
- Monitors the work of contractors, ensuring compliance with applicable contract terms and specifications.
- Facilitates and participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.
- Maintains museum collection, which includes: cataloguing undocumented archival collection; cleaning displays; labeling objects; photographing and documenting items; writing condition reports; creating accession files; and/or, performing other related activities.
- Plans and develops specialty programs, exhibits, and interpretations. Conducts related research in preparation for special events.
- Facilitates tours and community presentations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility Recreation Coordinators and Recreation Leaders.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles;
- Knowledge of museum standards and practices;
- Knowledge of basic conservation and storage techniques;
- Knowledge of public relations principles;
- Knowledge of facility maintenance principles and practices;
- Knowledge of contract management principles;
- Knowledge of marketing theories, principles, and practices;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing and assigning work;
- Skilled in preparing and administering budgets;
- Skilled in developing promotional materials;
- Skilled in exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Skilled in coordinating and scheduling special events;
- Skilled in evaluating program effectiveness;
- Skilled in preparing and maintaining records and reports;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Museum Studies, History, Anthropology, or a related field.
- Three years of progressively responsible museum experience.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Potential exposure to fumes or airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.