CURATOR
POSITION DESCRIPTION

DEPARTMENT: CURATORIAL
IMMEDIATE SUPERVISOR: Executive Director
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

THIS POSITION SUPERVISES THE FOLLOWING STAFF:
Collections Manager/Registrar
Naturalist Manager

POSITION PURPOSE:
The Curator will direct the Museum’s collections management, exhibition of artifacts, and traveling exhibit programs, aligned with the Museum’s mission, vision and values. Provides Museum Leadership as member of Executive Team.

DUTIES AND RESPONSIBILITIES:

Collections Management and Interpretation:
• Maintain and sustain Collections Policy, Plan and Procedures Manual;
• Remain current on all state, national, and international laws as they pertain to objects in the Museum collection;
• Cultivate donors and oversee continuing collecting efforts as dictated in the Collections Plan;
• Confirm acceptance of acquisitions either through purchase or gift; make recommendations for deaccession;
• Carry out research and create and oversee research projects for staff, interns, and volunteers on the collection, including verifying their authenticity, tracing their provenance and judging their quality;
• Prioritize conservation needs within the Museum collection and work with appropriate conservation consultants;
• Collaborate with Museum educators and other museum staff on methods for the presentation of the collection to the public;
• Performs other related duties as required.

Exhibits:
• Work with Exhibits Director to research, thoroughly vet and recommend traveling exhibits aligned with Museum’s mission;
• Head efforts to create new exhibits, articulating the rationale and narrative, identifying objects for the checklist appropriate to the concept and to the mission, scale and resources of the Museum;
• Collaborate with community experts and resources as exhibit partners;
• Write project descriptions, wall texts and labels, and catalogues;
• Plan exhibition layouts, order, pacing, groupings, emphasis;
• Secure objects for loan;
• Work collaboratively with other Museum staff on educational programs, outreach, publicity, website, communications and marketing, providing needed assistance and materials;
• Performs other related duties as required.

General:
• Oversee curatorial staff, Naturalists, interns and volunteers;
• Assist with grant proposal writing when needed;
• Represent Museum as spokesperson within and without museum community in relation to Collections and Exhibitions;
• Attend internal planning meetings including, but not limited to Executive Team and Exhibits;
• Responsible for overseeing and implementing goals and objectives within the Museum’s Strategic Plan, CSG and DCA grants;
• Track and accurately report CSG and DCA objectives;
• Performs other related duties as required.

SPECIAL AUTHORIZATION:
Special clearance and handling of collection artifacts. Access to museum before and after hours, all public areas, all exhibition floor spaces and both collection storage areas.

QUALIFICATIONS:
To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE:
Requires a Masters degree or equivalent experience in museum studies, history, archeology, science or related field and must have experience as museum generalist. Knowledge of the methods, techniques and procedures involved in the interpretation and exhibition of a museum collection and traveling collections.

SKILLS AND ABILITIES:
• Strong interpersonal, diplomatic and negotiation skills
• Great communication skills, written and verbal
• Excellent computer literacy in using PastPerfect software
• Familiar with Altru POS system
• Strong organizational, planning and research skills
• Demonstrated ability to establish and maintain effective working relationships with staff, visitors, volunteers, donors, collectors, professional colleagues and other members of the museum community

TIME COMMITMENTS:
Hours are generally Monday-Friday, between 8:30 am to 5:00 pm. After-hours and weekend work will be required at times. Attend Executive Team, Board committee and Board meetings as assigned.

DISCLAIMER:
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.
ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

____________________________________  _______________________
Employee (Print Name)                     Date

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Employee (Signature)