



Museum of Science & History
JACKSONVILLE • FLORIDA

CURATOR POSITION DESCRIPTION

DEPARTMENT: EDUCATION AND EXHIBITS
DIVISION: CURATORIAL
IMMEDIATE SUPERVISOR: VICE PRESIDENT OF EDUCATION AND EXHIBITS
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

THIS INDIVIDUAL DIRECTLY SUPERVISES THE FOLLOWING POSITIONS:

- Collections Coordinator
- Curatorial Intern(s) (when assigned)

POSITION SUMMARY:

The Curator provides leadership and strategic direction for the development and implementation of an integrated curatorial and interpretive plan for the museum's exhibits, collections, education, and public programs. The ideal candidate will possess a deep appreciation for both natural sciences and historical narratives, with the ability to curate exhibits that span both fields.

CURATOR – DUTIES AND RESPONSIBILITIES:

Lead Curatorial Planning:

- Write, establish, implement, review, and directly supervise execution of Museum-wide Collections Management Policy as approved by MOSH Board of Directors.
- Leadership: Serve as a member of the Collections Advisory Committee team and work collaboratively under the Leadership Team to ensure effective and coordinated implementation of museum plans.

Budgeting:

- Develop and manage the curatorial services operating and personnel budgets.
- Develop, in collaboration with VP of Education and Exhibits, the annual Exhibits budget.

Collections Management:

- Supervise collection and content managers.
- Maintain responsibility for cataloguing and documenting collections holdings, provenance records of the Museum's History Collection and Natural History Collection.
- Maintain a high standard of cleanliness in the History Collections Storage and Natural History Collections Storage areas
- Maintain primary administrative control of collections database
- Maintain proper storage, condition reporting, inventory, and organization of the Museum's History Collection, Natural History Collection, and Living Collection.
- Conduct complete and appropriate accessions procedures for newly-procured artifacts to be added to the Museum's collections, including thorough artifact identification research, provenance documentation,



donation acknowledgements, cataloguing, conservation, and storage of all newly accessioned items, in accordance with Collections Management Policy.

- Conduct regular and complete inventory of the Museum's History Collection and Natural History Collection, noting and recording condition reports and ensuring photographic records and identification research details have been updated.
- Identify objects held in collections that do not align with the Museum's mission and schedule them for deaccession (requires CEO and Board of Directors approval) and determine disposition (i.e., receiving institution that will accession the objects removed from the MOSH collections), in accordance with Collections Management Policy.
- Maintain proper documentation and inventory of items in the Museum's collections that are loaned objects from other institutions and individuals, to include verification of condition of the objects, appropriate insurance coverage of the loaned items, and maintenance of loan agreements (i.e., renewals, termination and returns, new loans).
- Exhibit Planning: working with the VP of Education and Exhibits to determine the Master Exhibits Plan and Schedule, to include:
 - Core Exhibit repair, refresh, and update planning.
 - Signature Exhibit planning, design, interpretive plan, and installation.
 - Traveling Exhibit planning, contracting, installation, and de-installation scheduling.
 - Public Programming and Internal Training Programming in direct support of exhibits planned and/or currently on display in the Museum.

OTHER DUTIES AND RESPONSIBILITIES

- Chair and/or serve as member of various Committees as assigned and/or required by the VP of Education and Exhibits
- Liaise effectively with other museum departments, such as Education, Technical Services, Development, and Leadership in service of the museum's mission
- Serve as a compelling spokesperson for the museum in media interviews as needed
- Other duties, as assigned and/or required by the VP of Education and Exhibits

QUALIFICATIONS:

Experience and Education:

- Advanced Degree (Ph.D. Preferred) in Museum Studies, History, Biology, Anthropology, or similarly related field(s) aligned to the museum's mission and demonstrated working familiarity with curatorial roles and responsibilities.
- Demonstrated commitment to diversity and successful leadership of a diverse professional staff.
- Experience in effectively managing budgets and successfully executing complex, long-term projects.



PERSONAL STYLE AND ATTRIBUTES

- Builds strong bonds of trust with staff, volunteers, board, and within the larger community.
- Intrinsically-motivated, enthusiastic and energetic.
- Able to bring people together and help those of diverse viewpoints achieve a common vision.
- Innovative, creative thinker.
- Able to operate well within a multi-faceted, dynamically changing organization and structure.
- A high degree of professionalism and integrity

TIME COMMITMENT:

Hours are generally Monday-Friday, between 8:30 a.m. to 5 p.m. After-hours and weekend work may occasionally be required.

ACCESS REQUIREMENTS:

Access to all public areas of the museum; access to support spaces designated by the Chief Executive Officer; access to personnel records.

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.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.