



MUSEUM CURATOR

AGENCY/DEPARTMENT:
Community Services/Museum

Approved By HR Director: *Linola Matthews*
Date Approved: *8/9/06*
Date of Last Revision: 04/17/1996

Reports to: Museum Director
Supervises: Varies

JOB SUMMARY: Under general supervision, oversees and supervises exhibits and education programs and activities; manages collections care; liaisons with outside community agencies and individuals regarding Museum activities; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by performance of professional level museum programming. It is distinguished from the Museum Director which is a department head class responsible for the overall administration and operation of the Museum.

EXAMPLES OF ESSENTIAL FUNCTIONS:

COLLECTIONS CARE AND MANAGEMENT

1. Works closely with the Board of Trustees Collections Committee to review and update Collections policy and procedures.
2. Cares for, manages, accessions, establishes and maintains registration practices, cataloging, inventory, and information systems procedures in accordance with the museum's collections policy and procedures.
3. Protects and preserves collections against physical, chemical, and biological damage or decay (including cleaning, protecting and storing of articles) in accordance with museum's collection policy.
4. Works with artists, collectors, and other institutions in the loan of objects.
5. Arranges shipping, assesses condition, assigns loan numbers and arranges for appropriate insurance.
6. Works closely with the Collections Committee to contact and solicit community sources and potential lenders and donors of artifacts, material, information and assistance.

EXHIBITION AND EDUCATIONAL PROGRAMS

7. Coordinates the planning, design and installation of exhibitions.
8. Works closely with other museum staff, community representatives, academic scholars and others in developing these programs.
9. Develops public educational programs such as school tours, seminars, teaching workshops, family programs, docent programs and publications.
10. Works with professional colleagues to make arrangements for temporary/traveling exhibitions including shipping and receiving, insurance, condition assessment, etc.
11. Assists in grant writing and other sources of resource development.

BUILDING MAINTENANCE/PRESERVATION

12. Works closely with museum staff, other City departments, contracted consultants and vendors to ensure continued physical preservation of the museum building (an historic structure) and to ensure the proper care and conservation of the museum collections which it houses.

13. Develops and maintains maintenance procedures, logs and schedules in accordance with professional standards and procedures.
14. Works with Museum Director, committees of the Board of Trustees and other City departments in the planning and development of capital improvements which will affect the care and management of the museum's collections.

OVERALL PROFESSIONAL OPERATION OF MUSEUM

15. Researches, analyzes, and recommends new policy; implements existing policies.
16. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
17. Coordinates, schedules and provides direction and training to volunteer staff and docents.
18. Corresponds with and assists various agencies and individuals regarding museum business and information request.
19. Reviews and follows correspondence, documents and material relating to public inquiries.
20. Attends meetings of the Board of Trustees, Board committees, City Council, City administration, community groups and organizations as required and/or in the absence of the Museum Director.
21. Represents the museum at events, meetings and gatherings of the City and general public.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university in U.S. or California History, Museum Studies, American Studies, Art History, Anthropology, or closely related field.

EXPERIENCE: Three years of museum experience, including collections management, exhibition development, and/or public programming.

KNOWLEDGE OF:

- Accepted museum and registration and cataloging systems.
- Standard artifact preservation and protection techniques.
- Knowledge of current conservation practices.
- Exhibition development including intellectual content, interpretive techniques and physical design.
- Museum education techniques and state curriculum standards.
- A variety of academic fields including history, art history, anthropology, folklore and art.
- Promoting, public relations, fund-raising and customer service methods and communication techniques.
- Safety practices in a museum setting.
- Principles of supervision and training.
- Applicable federal, state, and local laws and regulations.

ABILITY TO:

- Locate, evaluate and hire contracted professionals including conservators, exhibit design and fabrication professionals, artists, workshop/class instructors, and other services as needed.
- Design and develop exhibits in a team setting.

- Work with and oversee the work of volunteers and to work with professionals colleagues, diverse community representatives, academic scholars, teachers, potential donors, lenders and the general public.
 - Use a variety of simple hand tools and perform light to moderate manual work.
 - Communicate effectively both orally, in person and over the telephone, and in writing.
 - Establish, foster, and maintain positive, harmonious working relationships with other employees, volunteers, officials and the public.
 - Supervise, train and evaluate the work of staff and volunteer personnel.
 - Schedule and monitor the status of staff, programs, and activities.
 - Operate office computer and utilize spreadsheet, word processing, and other applicable software programs.
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LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

SPECIAL REQUIREMENTS:

- Ability to climb ladders and stairs.

DESIRABLE:

- Master's degree in U.S./California History, Museum Studies or closely related field.
 - Ability to read and speak Spanish.
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FLSA Exemption Status: Non-exempt

Employee Unit: # 5, Technical/Professional Services

Job Family: Museum

Class Progression: Museum Attendant
Museum Assistant
Museum Curator
Museum Director