

Position Title	Curator of Collections/Program Director	Department	Museum
Application Deadline	5:00 pm CST, July 12, 2024	Application	Curator of Collections/Program Director
Wage Range/ Benefits	\$21.37 - \$30.42 per hour Full Benefits	Hours	40 hours week, may include evenings, weekends, and holidays.
Subject to Recall	May be called during an emergency situation	FLSA Status/ Union	Non-Exempt (salary) Non-Union
Residency Requirement	None	Shift Work	No
Supervision Received	Under general supervision of the Museum Director.	Supervision Exercised	Provides direct supervision over the Registrar and assigned collections staff

Description of Work

The Curator of Collections and Program Director is responsible for the management of the collections department, ensuring the safety of the permanent collection and items on loan, and oversees the coordination of the collection, exhibit, and education departments to fulfill the Museum's brand, mission, and strategic plan.

Qualifications

Any combination of training and experience equivalent to a Master's Degree in Museum Studies with specific training in history, anthropology, or natural sciences, plus three years of museum related work.

Essential Functions of the Job

- Responsible for the comprehensive management of the Museum's collections. Includes, but not limited to: supervising the Museum Registrar who is responsible for the daily care and maintenance of the collection; developing and overseeing curatorial internship and volunteer programs; developing and implementing the collection department budget, policies and goals; writing grant proposals to financially support collection projects; following professional standards to ensure the safety, preservation, ethical use, and appropriate disposal of artifacts,
- Advance the historical research of the permanent collection to authenticate artifacts, as well as enhance and support interpretation through exhibits and programs. Produces scholarly content for publication, exhibits, and programs
- Shape and expand the holdings to fulfill the mission of the Museum while building relationships within the local community and beyond to create awareness, bring recognition to the Museum, and establish potential resources for the institution.
- As the Program Director, organizes and oversees a team that includes but is not limited to the Collection, Education, and Exhibit departments to develop interpretation of the collection through programs and exhibits. This includes overseeing team-set expectations and goals for projects, monitoring the approved budget, and ensuring the projects fulfill the mission and strategic goals of the Museum.
- Participates in public interactions including tours, lectures, workshops, and programs/social media for the collections department and as a team member in other activities/functions of the museum, i.e. fundraising and education.
- Keeps abreast of professional standards and technology through seminars, workshops, conferences, trade journals, and other publications related to the field. From these standards develops or revises procedures, policies, documents, and assessments to strengthen the work of the Museum.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Develops forms and records to document program activities and evaluations to assess the strengths of the program and to identify areas for improvement.
- Helps other Museum departments as needed.
- May serve with other city groups or committees as needed.
- Works with outside organizations to build community relationships that support the mission of the museum.
- Responds to public inquiries regarding collection holdings.

Required Knowledge and Abilities

This position requires knowledge, skill or the ability to obtain skill in the following areas:

- Self-starter with strong organizational skills and knowledge of museum professional standards and practices while creativity developing new and unique ways to improve programming and generate new opportunities.
- Knowledge of natural sciences and/or cultural history.
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the museum. This includes the ability to communicate effectively both verbally and orally and foster teamwork to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the museum's effectiveness.
- Ability to organize, set priorities, develops a work schedule, and monitor progress towards goals, and track details, data, information, and activities.
- Ability to assess problem situations to identify causes, gathers and process relevant information, generates possible solutions and makes recommendations to resolve the problem.

Equipment/Job Location

Proficiency in the use and operation of equipment including but not limited to the following:

*calculator *copy machine *telephone *hand/power tools
*postage machine *office equipment *matte cutter *graphics/illustrating software
*word processing software *PastPerfect Collections Software

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- majority of work is performed on Museum premises
- occasionally exposed to toxic or caustic chemicals
- noise level in the work environment is usually quiet, but can become moderately loud when operating tools

PHYSICAL REQUIREMENTS

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Standing	X		
Walking	X		
Sitting	X		
Change of Position	X		
Reaching (extended hands/arm)	X		
Handling (hold, grasp, seize, turn)	X		
Fingering (pinch/Pick)	X		
Feeling (perceive attributes of objects)	X		
Crouching/Squatting (bend legs/spine)	X		
Stooping (bend at waist)	X		
Kneeling	X		
Stairs	X		
Talking		X	
Hearing		X	

MACHINE CONTROL OPERATION

Task	Occasional (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Arm/Hand	X		
Simple Grasp (grasp lightly)	X		
Fine Manipulation	X		

In the following graph write in how much weight, the individual will be lifting in each category.

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Lifting/Lowering	X 20-50 lbs.		
Carrying	X 20-50 lbs.		
Pushing/Pulling (force exerted)	X 20-50 lbs.		

Medium Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.