

MAJOR FUNCTION

This is responsible work assembling and presenting the museum's annual exhibitions by conducting and organizing research, arranging the restoration of artifacts (including photos and newly commissioned illustrations), identifying, and recording items, archiving digital assets, organizing loans, and handling inquiries. Additional duties include event and special program management, educational outreach, and marketing. Work is performed under the administrative direction of the Executive Director with considerable independence, judgment, and initiative. Work is reviewed through reports, conferences and observations of the results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, schedules and directs the annual development and execution of museum exhibitions and programs. Plans and oversees the execution of special programs, events and initiatives offered through the museum. Additionally, the museum curator will assist and collaborate with colleagues in varying areas such as conservation, educational programs and events, design, and marketing. Identifies initiatives and possible funding sources to enhance and expand services to the museum and develop and maintain partnerships/collaborations. Serves on local, state, or national boards and committees and consults with formal and ad hoc groups whose goals are to further the interests of the museum. Develops quality and productivity improvement measures to improve available services and their effectiveness as it pertains to staff development and the museum's exhibits. Develops grant proposals to secure additional funding, including associated program design, implementation, scheduling, budget preparation and grant monitoring and reporting. Performs complete staff work in the development of the content, analysis and evaluation of historical resources and preservation issues that affect the museum. Prepares status reports regarding community engagement accomplishments scheduled in program plans. Performs related work as required.

Other Important Duties

Attends and conducts staff meetings. Attends other meetings as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of pertinent rules and regulations governing a museum. Thorough knowledge of the local, state, and national network of services available to the museum. Ability to supervise interns and researchers in a manner conducive to full performance and high morale. Ability to establish effective working relationships as necessitated by the work. Ability to prepare budgets, compile statistical data, and write and manage grants. Ability to analyze and interpret data. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Demonstrates interpersonal facilitation and communication skills.

Minimum Training and Experience

Possession of a bachelor's degree in art or cultural administration, history, preservation, or a related field, and one year of experience that includes research, teaching/instruction or programmatic experience which focused on history and/or issues affecting the arts or cultural organizations; or a master's degree in one of the aforementioned areas; or an equivalent combination of training and experience.

Established: 10-24-22