

CITY OF ARCADIA

HISTORICAL MUSEUM CURATOR

DEFINITION

Under general supervision, to plan and organize a variety of services, programs, and activities related to the Arcadia Historical Museum including collections management, exhibition design and construction, cataloging, grant writing, research, and public assistance; and to provide highly responsible and complex administrative support to the City Manager or designee.

SUPERVISION EXERCISED

May exercise supervision over technical, clerical, and volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Schedule, oversee, and coordinate museum programs and educational events.

Develop grant requests for program funding and administer funds.

Participate in the development and administration of the annual budget.

Coordinate all collection-related activities including maintenance of all museum collections, exhibits, and museum loans.

May supervise and train Museum staff and/or volunteers; serve as primary contact for recruitment and training related to the Museum.

Conduct historical lectures for schools and local organizations; conduct museum tours; present research findings at public forums.

Serve as the Museum's primary contact for community organizations, media, schools, and the public.

Serve as liaison to other museums and historical organizations.

Provide appropriate documentation of new artifacts through cataloging and registration.

Maintain new acquisitions and deaccessions according to the Museum's mission and collections statements and provide appropriate recommendations.

Recommend and implement goals, objectives, and practices for providing effective and efficient Museum services.

Oversee the operations of the gift shop.

OTHER JOB RELATED DUTIES

Perform other related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of museum collection, inventory, and preservation.

Grant funding requirements and non-profit accounting procedures.

Museum exhibition techniques and research methods.

Preservation and restoration techniques; security and conservation requirements.

Office procedures, computer skills, graphics, and publications.

Sources of information related to a broad range of museum programs, services, and administration.

Public relations techniques and basic education techniques.

History of America and the American West.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Prepare and maintain complex and technical record systems.

Use independent judgment to interpret and implement policies and procedures.

Organize the work of assigned volunteer staff.

Work effectively with a variety of staff, volunteers, governmental agencies, media, corporations, schools, and the public.

Communicate clearly and concisely, orally and in writing.

Prepare and maintain records and reports.

Minimum Qualifications:

Experience:

Three years professional experience in museum work or related field.

Education/Training:

Bachelor's degree from an accredited university with major course work in Museum Studies, History, or related field. A master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office and museum environment; ability to travel to different sites and locations. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push and pull 20-30 lbs.

Effective Date: September 2001