

POSITION DESCRIPTION
CURATOR OF COLLECTIONS

LAST REVISION: March 2020

SUMMARY DESCRIPTION:

Responsible for the care and management of all artifacts and manuscript collections of the museum. This includes oversight of the collection's registration, conservation, and exhibitions. Additional responsibilities include research and interpretation as applicable to exhibit preparation and educational endeavors, preparing materials for publication based on that research, and operations of the reference library.

RESPONSIBILITIES:

COLLECTIONS

- Determines the conservation needs of the collections and locates and contracts for professional conservation services. Oversees the work of such services as required.
- Conducts research on the collections, house, associated family, and all related topics.
- Oversees the annual inventory of collections with the help of museum technicians and interns.
- Responsible for environmental monitoring of collections and museum areas keeping files and logged information.
- Maintains donor, loan records and history of artifact use.
- Develops interpretive themes and information for tours and exhibits based on research. Organizes such information for use by interpreters and the public when needed.
- Assists in the education of interpreters and maintenance of museum's interpreter's manual.
- Responsible for the care and use of the historical archives/manuscript collection, especially as relates to its organization and the development of appropriate policies for its use.

LIBRARY

- Based on the needs of the institution, selects books, magazines, tapes, and other materials to be acquired for use in the museum's reference library.

- Develops and maintains the circulating image library.
- Oversees operations of the museum's library according to written procedures; supervises the actions of the volunteer librarian(s) as related to the circulation process and the cataloging and inventorying of the library collection.
- Orders supplies, materials and services essential to the library's operation and promotes its use.

EXHIBITS

- Develops themes, exhibits, interpretation and promotion of exhibits.

ADMINISTRATIVE

- Prepares an annual budget recommendation to address the capital and operating needs of the department.
- Supervises (directly and/or indirectly) departmental staff.
- Assists with docent and junior interpreter training and education.

MISCELLANEOUS

- Assists the educator in the selection of themes and speakers related to the annual lecture series.
- Assists with summer camp and other educational outreach programs
- Develops lectures related to different areas of research for presentation to various groups.
- Serves as a member of the of the museum's newsletter team, contributing articles and other materials as required.
- Performs other duties as assigned by his/her supervisor for the good of the museum.