

TITLE: Curator-Program Specialist JOB CODE: 1122

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, performs a variety of activities in the preservation and storage of items of historical interest for exhibition, publication and for use in educational programs.

Distinguishing Characteristics: This designation has specific areas of specialization, including serving as the museum Registrar, Photograph Curator, Research Curator or Education Curator.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Develops and coordinates educational and outreach programs, including tours, school visits, workshops, lectures and classes; selects topics and designs, plans, outlines and assembles the programs; conducts research on relevant topics and searches for artifacts, photographs and documents; advertises and conducts the programs.
- Collects, preserves, conserves and disperses records and documents; maintains files of documents based on content.
- Examines objects, photos and documents; determines conditions, the need for repair and the appropriate method for preservation.
- Working with other staff, plans, designs and creates exhibits; orders and maintains materials for storage of artifacts; participates in the publication of newsletters, journals, news releases and other public relations documents.
- Trains or directs volunteers or interns on museum and office procedures and the handling of artifacts, documents and photographs.
- Researches historical subjects for staff or clients; contacts local residents to request photos or other historical items to be loaned to the museum for research and/or display.
- Creates, compiles and maintains legal documents of the museum's permanent collection, including loan agreements, deeds of gift and deaccession documentation.
- Maintains various records and databases regarding donors, items donated, etc.
- Serves as a greeter and responds to questions from the public regarding various exhibits or programs.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the history and culture of the City, County and State.
- Knowledge of design principles and museum techniques of exhibition.

JOB DESCRIPTION

Curator-Program Specialist

- Knowledge of research methodology.
- Knowledge of archival conservation practices and techniques.
- Knowledge of State regulations and American Museum Association guidelines for donation and artifact handling.
- Knowledge of the techniques of photographic reproduction and preservation.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in performing basic research.
- Skill in establishing and maintaining effective working relationships with the general public.
- Skill in basic math.
- Skill in effective verbal and written communications.
- Skill in operating a personal computer and software applications.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- May require a Bachelor's Degree in Museum studies, Art History or a closely related field.
- Two years of experience in museum operations.
- May require possession of a valid State of Nevada driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an internal environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

• Special Equipment includes computerized and conventional office equipment, cameras, meters, scanner, calculator and a motorized vehicle.