

Job Description — Curator of Collections

Position:	Curator of Collections
Location:	Customs House Museum & Cultural Center
Job Type:	Full-Time
Classification:	Exempt
Salaried/Hourly:	Salary
Reports to:	Executive Director

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Position Overview

The Curator of Collections oversees the management, care, safeguard, development, research, and public presentation of the Museum's collections and related archival materials. The person filling this position is an integral member of the team with responsibility for mobilizing the Museum's mission to collect, preserve, and interpret historical, artistic, and scientific material. The Curator of Collections should seek to expose the widest audience possible to the creativity and ingenuity of the human spirit through art, science and history within the context of cultural diversity. The Curator of Collections works independently but routinely achieves their goals and objectives by working cooperatively with other staff members, interns, and/or volunteers.

Essential Functions

1. Oversee the care, preservation, documentation, interpretation, security, and reproduction of collections and related archival materials
2. Create and maintain safe, secure, and orderly systems for housing, storing, tracking, and locating collections according to best museum practices and available resources;
3. Administrate collections management software and provide training to other staff members, interns, and/or volunteers when warranted
4. Maintain a working knowledge of and familiarity with the scope of the collection;
5. Conduct periodic inventories of collections
6. Monitor environmental conditions for exhibited and/or stored materials
7. Assist with developing a disaster preparedness plan in relation to collections
8. Conduct object-specific and general research related to the collections, interpret and communicate information in various formats to a broad range of constituents
9. Serve as point person with donors, coordinating and processing all aspects of donated acquisitions in a timely manner
10. Field public inquiries regarding collections and requests to view objects not on exhibit;
11. Manage collection development and growth, including identifying specific needs and making recommendations for acquisitions in accordance with the organizational mission and Collections Management Policy
12. Coordinate incoming and outgoing loans, including associated forms and reports, and assist with unpacking, packing, and handling objects in accordance with best museum practices
13. Prepare collection objects for exhibition



14. Write and edit descriptive copy for exhibit components and artifact displays
15. Write and edit narrative copy for exhibit storylines
16. Develop strategies for using the collections as a resource for external research and scholarship
17. Develop an annual collections budget in consultation with the Executive Director and Finance Manager
18. Work as a team member with other staff to develop, create, maintain, and evaluate long-term, temporary, and traveling exhibitions that utilize collection objects and research
19. Work as a team member to plan, execute and evaluate educational programming and outreach efforts related to the collections
20. Serve as a Museum ambassador for collections before professional museum organizations, funding agencies, businesses, service clubs, government agencies, and the general public
21. Network with representatives from other museums and/or organizations related to the Museum's mission
22. Assist other staff on projects as needed

NOTE: This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies

1. Experience with collections management software, preferably Past Perfect;
2. Solid working knowledge of the preservation, restoration, exhibition, packing, transportation and insuring of objects
3. Ability to manage interns and/or volunteers
4. Excellent verbal and written communication skills
5. Computer skills including document preparation and file management

Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Working at desk and utilizing a computer for prolonged periods of time
3. Standing for prolonged periods, walking, bending, climbing, reaching, and strenuous lifting/moving objects up to 40 pounds
4. Able to handle small tools
5. Good eye/hand coordination

Travel

Travel is primarily local during the business day, although some out-of-area travel and overnight stays may be expected.

Education and Experience

Minimum of a B.A. degree, M.A. preferred, in Museum Studies, Public or Applied History, Material Culture, Art, or related field. Three to five years of demonstrable experience with collections management, curatorial responsibilities, and museum exhibition experience preferred.

Schedule

This is a full-time at-will position, and primary days and hours of work are a minimum of 40 hours per week, Monday through Friday. This position occasionally requires longer hours and / or weekend work.

Benefits

The Museum offers all full-time employees paid holidays, vacation, and sick leave. Insurance benefits are also available for health, dental, vision, life, AD&D, short-term disability and accidents.

All new or vacant positions at the Clarksville-Montgomery County Museum, d.b.a. the Customs house Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race color, gender, religion, national origin, age, or disability who meet the job related criterial of the job description. All potential employees will undergo a background check, and must provide proof of being able to legally work in the U.S. All potential employees who have cause to have their own vehicle's and/or Museum vehicles for justifiable and approved Museum business must have a valid driver's license and proof of auto insurance.