

Curator

Job Code: 6676

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Manages and maintains collections incorporating practices, standards, philosophy, and theory of collection stewardship.

- Provides care of the collections, date and records management.
- Identifies, prepares, labels, and catalogs objects for new and existing collections.
- Meets with visitors to the collection, filling patron requests remotely and in person and giving tours to the public.
- Assists in grant proposal preparation.
- Maintains centralized computer and/or manual records of collections.
- Assists with the supervision of assistants, interns, and volunteers.
- Assists with exhibitions through collection-related activities.
- Provides curatorial care for collections including incoming and outgoing loans.
- Assists in and conducts collection-related research as directed.
- Handles special projects such as exhibit content preparation, storage and catalog improvements.
- Coordinates outreach programs and participants in educational activities as appropriate. May give division tours, present lectures, or assist with collection-related topics.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of museum-related work experience in lieu of the Bachelor's degree.

Experience:

Required: None

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty and staff
- Good presentation skills (verbal and written)
- Demonstrated knowledge of acceptable museum practices and standards for collection care, collection management, documentation, conservation, and registration methods for collections
- Ability to work independently and in teams
- Must use established occupational health and safety practices

Working Conditions

Physical:

Required to be mobile, agile, bend, stoop, squat, climb, lift (15-44 pounds) and carry. Ability to engage in repetitive motions. Able to read handwritten documents.

Environmental:

Frequent exposure to safety hazards from chemicals and onerous odors.

Printed Date: 09/12/2026