



Senior Curator

Job Code: 7114

Salary Grade: S09

FLSA Status: 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

Oversees collection management and provision of services.

- Develops, organizes, and implements temporary and permanent collection exhibitions.
- Develops a collection management plan including support of the research and teaching needs.
- Organizes both in house and traveling exhibitions.
- Respond to public inquiries and information requests.
- Responsible for loans and requests. Fulfills requests for secondary materials from faculty and students and places, manages and tracks orders of secondary materials.
- Oversees or updates records in collection database.
- Conceptualizes and plans programming and events related to temporary and permanent collection exhibitions. Assists with outreach and promotion support as appropriate.
- Conducts scholarly research for exhibitions and the permanent collection for use in both publications and interpretive materials such as labels, didactic, gallery guides, and other interpretive materials.
- Implements a regular protocol for digitization, exhibition, instruction, research, preservation, or cataloging of collection materials.
- Tracks the status of acquisitions and donations. Manages the status of incoming acquisitions and donations.
- Consults with other curators on collection management of books, artifacts and archives.
- Develops, maintains and implements policies and procedures.
- Supervises staff, including hiring, training and performance evaluation.
- Conducts scholarly research, lectures and publishes results.
- 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 related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Experience:

Required: 36 months of curatorial, librarian, museum registration, or academic experience working with historic or literary collections, manuscripts, artifacts, or memorabilia in a library, museum, educational, archives, or similar public institution.

Certifications or Licenses:

- Valid Driver's License

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

Knowledge, Skills, and Abilities

- Able to supervise staff and communicate directions and expectations effectively
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Working knowledge of current museum best practices
- Able to work well with interdepartmental teams and initiatives
- Knowledge of preservation standards and best 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.

Environmental:



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Frequent exposure to safety hazards from chemicals and onerous odors.

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