Curator/Archivist III (3446)

Basic Purpose/Job Function: Assists with day-to-day administration of a museum

Examples of Titles Replaced: Assistant Curator; Assistant Museum Director

Typical Functions May Include:

1. Develops educational and outreach programs, speaks to local, state and national groups
2. Supervises and evaluates staff
3. Assists with budget management and makes budget recommendations
4. Acts as liaison with donors and potential donors
5. Oversees care and maintenance of galleries, storage and work areas
6. Appraises and accesses new collections
7. Supervises the receipt of exhibitions on loan including unpacking and repacking procedures, report preparation and security procedures.
8. Conducts periodic collection inventories
9. Oversees the production of publications
10. Responds to inquires regarding collections
11. Prepares and/or reviews grant proposals
12. Assists scholars in research and use of museum collections
13. Plans and coordinates special events
14. Attends meetings of professional organizations; maintains knowledge of museum trends
15. Performs other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Has regularly assigned supervisory duties

Supervision Received: Receives limited supervision

Minimum Qualifications:

- **Education**: Bachelors Degree  
  **Type**: To be determined by department
- **Experience**: 36 - 48 months  
  **Type**: To be determined by department to include supervision
- **Skills**: Effective oral and written communication; computer skills; ability to work independently and in teams; capable of speaking to small and large groups
- **Special Requirements**: Willing to work nights and weekends; may be required to travel; may be required to bend, lift, stoop, carry and climb; background check required upon employment.
- **Licenses**: To be determined by nature of job and/or department
- **Certifications**: To be determined by nature of job and/or department
Curator/Archivist III

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.