Curator/Archivist II (3445)

Basic Purpose/Job Function: Administers all collections activities in area of expertise

Examples of Titles Replaced: Assistant Curator of Education; Staff Curator

Typical Functions May Include:

1. Coordinates activities of all staff in relevant collection area(s).
2. Plans, coordinates and directs collection maintenance
3. Verifies specimen identification
4. May conduct research in field of expertise
5. Assists in development and revision of overall collection policies
6. Participates in museum functions
7. Prepares and/or reviews grant proposals
8. Acts as a consultant for staff in producing and renovating exhibits
9. Attends meetings of professional organizations; maintains knowledge of museum trends
10. 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: May supervises a small staff

Supervision Received: Receives general supervision from a designated supervisor

Minimum Qualifications:

- **Education**: Bachelor’s Degree  **Type**: To be determined by department
- **Experience**: 24 – 36 months  **Type**: To be determined by department
- **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

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.