Curator/Archivist I (3444)

Basic Purpose/Job Function: Responsible for the technical supervision, management and maintenance of museum collections.

Examples of Titles Replaced: Archivist, Curatorial Specialist, Museum Collections Manager, Museum Education Officer

Typical Functions May Include:

1. Identifies, prepares, tags and catalogs specimens
2. Maintains centralized computer and/or manual records of collections
3. Assists in grant proposal preparation
4. Implements and monitors approved collection policies
5. Devises, implements and monitors security and safety routines including disaster preparedness
6. Handles special projects such as exhibit content preparation, storage and catalog improvements
7. Provides curatorial care for collections including incoming and outgoing loans
8. Prepares exhibit drawings, renderings and models
9. Trains collections personnel and volunteers
10. Coordinates outreach programs
11. Develops and instructs workshops
12. 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 supervise a small staff

Supervision Received: Receives general supervision from designated supervisor

Minimum Qualifications:

- **Education**: Bachelor’s Degree  **Type**: To be determined by department
- **Experience**: 0 – 24 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
Curator/Archivist I

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.