

## JOB DESCRIPTION



## MUSEUM CURATOR

### DEFINITION

Under general supervision, to acquire, register, preserve, and exhibit museum artifacts and perform administrative duties in the maintenance and development of the City of Ukiah Grace Hudson Museum and the Sun House; and to do related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Assist in the planning, design, and construction of exhibits and prepare displays. (E M)
- Work closely with artists, collectors, and museums in the loan of objects, assess condition, and assign loan numbers and insurance values to objects on loan. (E-M)
- Establish and maintain numerical cataloging and information system for artifacts and their history. (E)
- Contact and solicit community members as potential lenders and donors of artifacts, materials, assistance, and information. (E)
- Correspond and assist various agencies and individuals regarding museum business and information requests.
- Protect and preserve artifacts against physical, chemical, and biological damage or decay in accordance with professional standards and procedures. (E)
- Assist in the procuring of grants and other sources of additional revenue. (E)
- Develop public outreach through seminars, exhibitions, teacher workshops, and publications.
- Provide the technical expertise and skill for the accessioning, classification, cataloging, inventory, and maintenance of collections including cleaning, protecting, and storing of articles in accordance with professional museum standards and procedures. (E-M)
- Review and follow correspondence, documents, and materials maintaining files in accordance with prescribed filing system procedures which may include reviewing file for accuracy and completeness.
- Assist in supervising support staff, museum store volunteers, and docents. (E)
- Assist in overall daily operations of the Museum and Sun House facilities. (E)
- Work flexible hours. (E)
- Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Accepted museum registration and cataloging systems.
- Standard artifact preservation and protection techniques.
- Variety of academic fields, including history, art history, anthropology, folklore, and art.
- Historic house preservation, protection, and related issues.

#### Ability to:

- Communicate effectively both verbally and in writing.
- Establish and maintain an effective working relationship with staff and the general public.
- Perform research, keep accurate records, and prepare reports.
- Use a variety of simple hand tools and perform light to moderate manual work.

- Handle sensitive materials in a careful manner.
- Lift up to 50 pounds.
- Work flexible hours.

**Experience and Education:**

Requirements include any combination equivalent to a Bachelor's Degree in art history, anthropology, museum studies, history, or a related field, and three years of work experience in collections management and exhibition development. A Master's Degree in a related field is desirable.

**Necessary Special Requirement:**

Possession of a valid Class C California Driver's License is required.

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