



## **CURATOR OF COLLECTIONS AND EXHIBITS**

**DEPARTMENT:** County Administration, Eastern California Museum

**ESSENTIAL JOB DUTIES:** The Curator of Collections and Exhibits is responsible for the care, management and preservation of the museum's collections (including but not limited to photographs, artifacts and historic documents) by accurately cataloging, registering, indexing and documenting the individual objects in the collection based on professional standards utilizing a computerized data base and maintaining "hard copy" records; working with the Director, the Curator is responsible for maintaining and enhancing the Museum's permanent exhibits and creating and installing rotating exhibits from the Museum's collection; creating educational programs and events; overseeing in-coming and out-going loans, traveling exhibits and temporary exhibits; accepting and documenting new donations to the collection; overseeing completion of requests from researchers for photo reprints and information; preparation of grant applications and administration of successful grants or other special, specific funding for special projects; training Museum Technicians on basic Collections and Exhibit practices and tasks; conducting museum tours and other visitor-related services; providing input to the Director on all aspects of the Museum's operations and policies, including preparation and administration of Museum budgets, and other related duties as required.

### **EMPLOYEMENT STANDARDS:**

**Education/Experience:** A Bachelor's Degree in Museum Studies, Public History, History, Anthropology or Archeology; AND three years previous experience working in a museum, archive/repository, or historical society.

**Knowledge of:** General principles and practices of museum operations; best practices of collection management, cataloging, care and preservation, including use of Past Perfect or similar computerized collections data base software; planning and installing exhibits and related programs and educational components; regional history, regional cultural and natural history; grant writing and grant administration; budget preparation and administration; basic office procedures and supervisory principles.

**Ability to:** Explain Museum practices and principles to staff; train and supervise others; work with the public; work with researchers and other museum professionals; maintain precise records. Be able to lift up to 10 pounds; reach above shoulder level to clean and move artifacts and books, or arrange exhibits; sit for several hours while working on a computer or museum files and records; be able to reach files and records in filing cabinets and in museum storage buildings.

**Special Requirements:** Must be willing to work alone in the museum; work on weekends and holidays, and some evenings, based on the Museum's operating schedule and hosting of special events.