

**CITY OF MANASSAS, VIRGINIA
CLASS SPECIFICATION**

CLASS TITLE:	MUSEUM CURATOR	CLASS CODE: 210
DEPARTMENT:	COMMUNITY DEVELOPMENT/MUSEUM SYSTEM	FLSA STATUS: E
REPORTS TO:	HISTORIC RESOURCES DIRECTOR	DATE: 7/1/02

JOB SUMMARY:

Under limited supervision, oversees acquisition conservation, registration, storage, care, and use of museum artifacts; plans and supervises planning, installation, and maintenance of all museum and historic site exhibits; supervises staff. Plan and research the development of all exhibitions arranging for loans, selecting objects, preparing the objects for exhibition, developing label copy and assisting the exhibit designer and fabricator with the installation; research and arrange traveling exhibitions and coordinate all contracts, shipping, and insurance that is required.

Serves as a support person to the Director to assist in coordinating daily activities within the museum; requires attendance at community/city meetings and functions in the absence of the Director; implementing marketing plan as outlined by the Director; assisting the writing and administering of grants; volunteer training related to museum exhibitions, historical topics, care and handling of collections for volunteers that are working in collections or exhibit installation.

ESSENTIAL JOB FUNCTIONS:

In the absence of the Museum System Director, oversees, coordinates, and supervises all aspects of Museum system operations and staff.

Meet with prepare all the necessary donation contracts, record all donor information and accession the object.

Prepare all objects for storage and document the storage location. Determines what preventative care is required for museum artifacts and implement.

Determine when museum artifacts require conservation and make the necessary arrangements for such work to be undertaken including professional assessment, preparation of RFP's, and assisting the Director in the selection of the consultant.

Conduct research on museum artifacts and on potential exhibition themes as well as to provide documentation for educational programming.

Assist the Director in researching, writing and administration of grant proposals.

Oversees the recruitment and training of museum interns.

Serves as the museum system representative to professional organizations, historical societies and other groups.

Conducts visitor surveys and prepares quarterly and annual reports of the findings.

Assists the Director in planning staffing needs.

Coordinates the museums media and marketing plan.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer and related software; general office equipment; artifact conservation materials; library/archival materials.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from a four-year college or university in History, Historic Preservation, Museum Studies, or a related field; and

One to three years of progressively responsible related experience; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of historical research.

Principles and practices of material culture research, preservation, and registration, and professional standards established by the American Association of Museums and other applicable organizations.

Principles and practices of library/archival procedures and cataloging.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable federal, state, and local laws, rules, and regulations.

Computer applications related to the work.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to speak effectively before public groups and respond to questions.

Ability to add, subtract, multiply and divide whole numbers, common fractions, and decimals.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

While performing the essential functions of this job the employee is frequently required to walk, sit, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with little or no exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

file: museum curator

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.