

## Job Description

**Job Title:** Curator of Museum Collections (58% FTE)

**Department:** Museum

**Reports to:** Director

**Principal Purpose of Job:** This position covers all curatorial responsibilities related to the Anacortes Museum collections, with the usual exception of but not the exclusion of the maritime history collections. This position is also responsible for help with interpretation, exhibit production and care, educational programs and general research and preservation of the Anacortes Museum local history collections. Supervision and training of assigned staff and volunteers may be required.

**Level of Authority:** Performs duties which greatly impact the public's impression of the museum, the quality of care for the museum's collections and the museum's mission. Reports to the director or, in the director's absence, the person designated authority on the director's behalf.

**Work Environment:** Work is performed primarily within the Anacortes Museum and within the community. Limited travel is required.

### Essential Job Functions:

1. Management of museum collections including coordination and collaboration on acquisitions, registration, organization, storage, and preservation.
2. Updating policies and procedures related to professional collections management.
3. Under the director's supervision, assumes responsibility for all aspects of conservation and collections care.
4. Monitors, upgrades, and provides training for others on *SNAP!*, our computerized collections database.
5. Team member for exhibit production including: planning, research, writing, and construction.
6. Helps develop and refine interpretive materials for exhibits, staff and public information.
7. Helps develop events and educational programs related to the museum's mission.
8. Assists with budget, financial planning and goal setting for the museum, in particular for all collections care and museum activities.
9. Recruitment and training of other staff and volunteers, providing guidance and support as necessary.

10. Oversees the exhibit gallery and storage areas.
11. Requests and orders curatorial and maintenance supplies.
12. Helps coordinate traveling exhibitions to and from the museum including shipping, condition reporting, insurance requirements and financial details.
13. May research and write articles, give lectures and public programs related to the collection and interpretation of the museum's artifacts when requested.
14. Assists with grant writing and fund-raising as needed.
15. Assists with off-site museum activities and exhibits, including community special events and Museum Foundation events.
16. Attends City Council meetings and other job-related meetings when requested to do so.
17. Maintains and enforces necessary security procedures to ensure the safety of the museum environment and its collections. Oversees the exhibit gallery and museum storage areas for security and safety of personnel and artifacts.
18. Ensures that all procedures are followed for professional museum operations and collections management.
19. Works with the Anacortes Museum Foundation and Advisory Board as needed. Responsible for organizing accession materials for the Advisory Board Collections Committee. Attends Collections Committee, Advisory and Foundation board meetings when requested to do so.
20. Handles public inquiries regarding donations or loans of objects. Helps with research requests as needed.
21. In addition, this position may include assisting with all other aspects of museum work, and working with other City of Anacortes departments as required.

**Qualifications:**

A. Technical

1. A Bachelor's Degree in history, museum studies or a related field, with one to three years' experience in collections management preferred. Combined experience and education may substitute for an undergraduate degree.
2. Must have the ability to interpret the collections and to communicate that knowledge in a variety of written and oral formats.
3. Must have ability to establish and maintain effective work relationships and to deal effectively and courteously with other employees, volunteers, city departments, and the

public through oral and written mediums, including supervising any assigned employees and volunteers.

4. Must be familiar with the general aspects of historic preservation.
5. Must have knowledge of the techniques of selection, evaluation, preservation, restoration, and exhibition of objects, photographs and ephemera.
6. Must have knowledge of legal and ethical issues of collections management, including the NAGPRA, of modern museum registration techniques, and of copyright issues.
7. Must have ability to access current scholarship and research sources, and a good working knowledge of research methods.
8. Must be able to independently organize, develop, plan, and produce projects.
9. Must be knowledgeable and skilled in use of computer word processing programs.
10. Desirable to have broad knowledge of other computer programs: *SNAP!* collections management software, desktop publishing, spreadsheet, etc.
11. Must be detail oriented and have ability and desire to do repetitive tasks.
12. Must have ability to compile data and reports, create files and monitor records.
13. Must be able to be on-call for emergencies.
14. Must be bondable.

#### B. Physical

1. Must be able to lift and carry objects and materials up to 40 lbs.
2. Must be able to maneuver stairs without difficulty.
3. Must be able to work in confined spaces and on ladders.
4. Must have sufficient visual and hearing capabilities to respond to public needs and for detailed work.

**Other:**

- 1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
- 2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.
- 3. Following an offer of employment, and prior to starting work, individuals may be required to have a preemployment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential functions of the job will be a requirement for employment.

4. Are you able to perform the essential functions of this job with or without accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. If testing is required, will accommodation be necessary?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_