

## Job Description

**Job Title:** Curator of Maritime History (58% FTE)

**Department:** Museum

**Reports to:** Director

**Principal Purpose of Job:** This position covers all curatorial responsibilities including interpretation of the Anacortes Museum maritime history collections, with emphasis on the stabilization, preservation, maintenance and interpretation of the *W.T. Preston*. This position also supports related exhibit work, educational programs, research and care of the planned interpretive center. The ability to supervise aides and volunteers in this field of work is required.

**Level of Authority:** Performs duties with appreciable latitude realizing that all actions and decisions influence the quality of the museum's mission. Reports to the Museum 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's two sites and within the community. Limited travel is required.

### Essential Job Functions:

1. Management of all maritime museum collections including: coordination and collaboration on acquisitions, registration, organization, storage, and preservation.
2. Creating, organizing, and updating policies and procedures related to the maritime history collections.
3. Maintenance and preservation of the *W.T. Preston* and the *Zig Zag*, including hands-on vessel maintenance and, when needed, the handling of requests for bids and proposals for contract maintenance and repair work.
4. Attends Council meetings and other City and job-related meetings as requested. Prepares memos and reports applicable to such meetings when needed.
5. Help with all museum needs and projects when asked, including planning, research, writing and construction of exhibits.
6. Professional-level documentation of maritime artifacts and all work done to them.
7. Assists with the development and execution of educational programs and events as needed, including training on curatorial and interpretive techniques.
8. Supervisor to assigned staff and volunteers, providing guidance and support as necessary.

9. Requests and orders curatorial and maintenance supplies.
10. Per request, researches and writes articles related to the collection and interpretation of the museum's maritime artifacts.
11. Assists with grant writing as needed.
12. Assists with off-site museum activities and exhibits, as needed.
13. Maintains and enforces necessary security procedures to ensure the safety of the museum environment and its collections.
14. Ensures that all procedures are followed for museum operations and collections management.
15. Works for the director. Works with the Museum Foundation Board and Advisory Board as needed. Coordinates all significant work activities and projects with the director.
16. Handles public inquiries regarding donations or loans of objects. Performs docent duties as needed. Interacts professionally, courteously and warmly with the public, staff and all City personnel.
17. This position may require assisting with all aspects of Museum work as needed.

**Qualifications:**

A. Technical

1. A Bachelor's Degree in history, museum studies or a related field preferred. Combined experience and education relating to this field of work may substitute for an undergraduate degree.
2. Must have the ability to interpret the maritime 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 and the public through oral and written mediums, including supervising employees and volunteers.
4. Must have demonstrated ability to work on the preservation and maintenance of a historic vessel and an understanding of the Secretary of the Interior's *Standards for Historic Vessel Preservation Projects with Guidelines for Applying the Standards*.
5. Must have ability to use power tools and equipment.
6. Must have knowledge of the techniques of selection, evaluation, preservation, restoration, and exhibition of objects, photographs and ephemera.
7. Must have knowledge of legal and ethical issues of collections management, of modern museum registration techniques and of the proper care and storage of artifacts.

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: collections management, desktop publishing, spreadsheet, and other computer programs.
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 50 lbs.
2. Must be able to maneuver stairs without difficulty.
3. Must be able to crawl and work in confined spaces and on ladders.
4. Must have sufficient visual and hearing capabilities to respond to public needs and for detailed work.
5. Must know, respect and follow safety policies and procedures related to this field of work and ensure that other supervised staff and volunteers follow same.

#### **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. Will you be able to perform the essential functions of this job with or without accomodation? Yes\_\_\_\_\_ No\_\_\_\_\_

5. If testing is required, will accommodation be necessary? Yes\_\_\_\_\_ No\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_