



County of Calhoun

Job Description

Job Title: Collections Curator

Department: 2900 - Historical Commission

Reports To: Museum Director

FLSA Status: Non-Exempt

Summary

Collections represent groups of related items held by a museum. They may be organized by the donor; medium such as sculpture, artist, time period; or discipline such as archeology. While curators concentrate on displays and conservators focus on restoration, museum collections managers oversee preservation. They ensure the "physical and intellectual aspects" of the works in a collection.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Conducts museum tours for adults, children, and groups.
- Coordinates with director and prepares information and documents that pertain to collections.
- Works with staff and director to develop and implement program ideas for projects.
- Writes policies regarding collections management, exhibits, tours, and volunteer training to keep the museum policies to date and on scale to museum standards.
- Receive historical photographs, papers, documents, and artifacts for the museum collections; sets collections for exhibit and identifies objects for conservation in coordination with other museum staff.
- Establishes work plans for projects to include but not limited to time frame, funding needs, procedures for accomplishing project, space, and resource requirements.
- Coordinate various grant opportunities with director for collection, exhibit, and conservation funding.
- Catalog every item in assigned collection. Taking inventory requires individually measuring, evaluating, describing, labeling, and photographing collection contents and recording their location within the museum.
- Entering data into a database for use by museum staff.
- Conservation and digitization of the general collection including but not limited to art collection, archives, artifacts, ephemera, etc.
- Continue to maintain, enhance, digitize, and develop the permanent and temporary exhibits with input from the director.
- Coordinates SCDAH Historical Marker information with the Calhoun County Historical Commission and marker applicant if not the museum/commission.

- Provides direction of and control over the marking of historical sites in conjunction with the Calhoun County Historical Commission.
- Oversees the physical care of museum possessions.
- Involved in acquiring new works or objects. Assists in donations. This may include having to go pick up artifacts for donations and making sure appropriate transportation is secured. This may entail having to spend a night off.
- Responsible for maintain museum equipment and materials inventory.
- Attends continuing Education and conferences as needed.
- Maintain improved museum standards in conservation and preservation.
- Maintain records of cemeteries.
- Work with staff in the development and implementation of museum programs, events, and displays.
- Attends after hours events and programs sponsored by the Museum.
- May be required to give two informational talks to clubs, schools, organizations and other organizations as directed by the director.
- Will be required to produce written stories as assigned by the Director.
- May be required to participate in the annual budget process depending on curator needs for exhibits or collections.
- Will be required to work on their own and assist co-workers in any areas necessary.
- Work with museum staff to write press releases, public service announcements, news articles, etc. as well as distribute promotional materials.
- Performs all work in accordance with all applicable policies, procedures, regulations and standards of safety and quality; ensures the timely completion of all assignments.
- Assist the museum director as needed with any other duties as assigned not laid out in this job description.
- Will meet all museum policies and Calhoun County policies.
- Maintain a neat, orderly, and safe workplace.
- Work a Monday – Friday work week with the potential to work after hours.

Qualifications, Education, and Experience

Requires a bachelor's degree in related field or discipline, i.e. Education, Anthropology, Museum Studies, History, and one to three years' experience directly related to the duties and responsibilities specified. Previous supervisory experience required. Proficiency in Word, Publisher, Excel, PowerPoint, and Adobe Acrobat required. Previous work with a museum cataloging system is ideal but not required.

Language Skills

Candidate must have a strong command of the English Language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common

fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Proficiency in Word, Publisher, Excel, PowerPoint, and Adobe Acrobat required. Previous work with a museum cataloging system is ideal but not required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk and climb. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is frequently required to be in settings where there is dust, dander and dirt.

Other Qualifications

Possession of an appropriate driver's license valid in the State of South Carolina.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County is an equal opportunity employer.