

Official Title: Curator of Collections & Youth Programming

Salary Group: Unclassified Group 4

Job Code: 3251

Summary

Function: Responsible for evaluation, care, and curation of museum collections, and assisting with the museum's daily public service operation, youth programming and museum fundraising initiatives.

Scope: Scope includes collection management according to established procedures, research for museum products, and exhibit support for the Museum of the Big Bend.

Duties

Collection Management

Responsible for the permanent collection including care, evaluation, use and accessibility of the artifacts in the collection; responsible for the care and maintenance of objects that are placed, but not accessioned, in the collection storage area that belong to the State of Texas; responsible for generating and maintaining all documents pertaining to the collection as well as producing documents for in-coming and out-going loans; has the discretion to place materials in a Study Collection that is available for the Education Curator; maintains, updates and digitizes museum accessioning records through the Past Perfect Software program. Maintains, updates and adheres to the procedures of the Museum of the Big Bend Collections Policy in accordance with accreditation goals as provided by the American Alliance of Museums (AAM). Provides and maintains lighting and cleaning schedules for the permanent exhibitions. Will supervise part-time employee to assist in the electronic accessioning of Collections.

Youth Education & Outreach

Responsible for developing grade appropriate curriculum and programming for on-site and off-site museum program activities and tours. Develops and implements education related programming related to museum exhibitions. Provides support to area school teachers for regional history fairs. Provides museum public talks and programs. Will conduct all adult tours. Will supervise and provide research opportunities within the Collections for the public.

Museum Operations & Fundraising

Provides fundraising support at all fundraising events. When needed, the Collection Manager will be responsible for opening and closing museum and museum gift shop, supervising

volunteers and student workers and can act in the absence of the Director; assist with museum reports and grant applications. Maintains a working relationship with the Center for Big Bend Studies, Archives of the Big Bend at the Bryan Wildenthal Memorial Library, the Brewster County Historical Commission and the Texas Map Society. Serves as the museum's security officer by handling security codes, key cards and first responder to security alarm issues.

Support and follow the Museum's Strategic Goals.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to Director of Museum.

Given: Supervises student assistants and volunteers.

Education

Required: Bachelor's degree in museum studies, art, history or related field.

Preferred: Master's degree in museum studies, art, history or related field.

Experience

Required: Experience handling and curation of historical materials, historical and material culture research, good communication and writing skills.

Preferred: One year museum or relevant work experience, knowledge of Big Bend regional history.

Equipment/Skills

Required: Good communication and writing skills. Ability to work with people in diverse situations. Good working knowledge of windows based computer programs.

Preferred: Knowledge of Big Bend regional history; fluent in Spanish.

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special: Must be able to handle movement and storage of collection materials.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Director.

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Date revised: June, 2018.