

# CURATOR OF COLLECTIONS

Job Code	Pay Grade
03350	CL17

## Nature of Work

This is professional work involving the acquisition, conservation, storage, exhibition and interpretation of the collections at the county's historical museums. An employee in this class has oversight of the collection's registration, conservation and exhibition activities. This includes providing the lead for preservation activities on the Village's historical structures. Additional responsibilities include research and interpretation as applicable to exhibit preparation and educational endeavors; disseminating results of that research through publications, exhibits, lectures, or other means, and operations of the research library. Duties are performed independently and may be supervisory in nature.

## Minimum Qualification Requirements

- 6 years professional work in museum studies, anthropology, folk life studies, museum administration or related field that involves archives and collections management and object handling, interpretation, historical collections research, and historic preservation or
- Associate's degree in museum studies, anthropology, folk life studies, museum administration or related field plus 4 years of historical museum environment experience that involves archives and collections management and object handling, interpretation, historical collections research, and historic preservation or
- Bachelor's degree plus 2 years experience as described above, or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Evening and regular weekend work.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Determines the conservation needs of the collections and locates and contracts for professional conservation services; oversees the work of such services as required.
- Supervises museum collections custodian and work of housekeeping volunteers.
- Provides lead for restoration/preservation projects on historic structures.
- Trains and supervises a volunteer staff engaged in the maintenance, cataloging and exhibition of museum collections and archival materials.
- Prepares and manages grants related to collections and exhibitions.
- Works with volunteer collection and conservation committees and potential donors regarding collection acquisition and development.
- Develops interpretive themes and information for tours and exhibits based on research; organizes such information for use by interpreters and the public when needed.
- Develops topics and themes for exhibits; serves as liaison with exhibit committee volunteers to ensure adherence to collections management policy.
- Confers with historians, preservationists, archivists, librarians, conservators and other professionals and groups within the community to broaden the scope, content and interpretation of museum collections and exhibits.
- Assists visitors with research into the collections.
- Prepares and submits reports to special commissions, societies, and agencies.
- Acquires museum materials and assists volunteers with archiving of materials and books.
- Performs related work as assigned or required.
- Assists in the education of interpreters; coordinates organization and development of the interpreter's manual.
- Delivers speeches and presents programs to civic or governmental groups.
- Performs related work as assigned.

## CURATOR OF COLLECTIONS (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the methods of organizing and evaluating historical data and museum, library, and archives cataloging and registration methods.
- Knowledge of 19<sup>th</sup> and 20<sup>th</sup> century American material culture.
- Knowledge of Historic home housekeeping methods.
- Knowledge of ReDiscovery/Proficio museum software.
- Knowledge of historic preservation practices and standards.
- Knowledge of Florida history and architecture.
- Knowledge of object selection, evaluation, and exhibition techniques.
- Knowledge of methods of conserving, maintaining, storing, retrieving and acquiring museum materials.
- Skill in interpreting and exhibiting museum materials.
- Skill in organizing and processing archival materials.
- Ability to apply basic computer applications.
- Ability to work outdoors as needed.
- Ability to work collaboratively with a small staff and a large number of curatorial and maintenance volunteers.
- Ability to effectively communicate with a wide variety of audiences, in both written and verbal format.
- Ability to analyze, interpret and research historical data.
- Ability to prepare and present speeches and programs to a wide variety of groups and individuals and meet the public in an effective and pleasant manner.
- Ability to supervise and coordinate the work activities of subordinate employees and volunteers.

For official use only

Re-instated	EEOC Code	Overtime Code
3/15	Professionals	Classified/Excluded