

CURATOR

QUALIFICATIONS & RESPONSIBILITIES

- Required:
 - Two years museum experience, including experience overseeing collections and registration activity, as well as exhibit planning and development.
 - Knowledge of professional museum standards and terminology, principles, techniques, and programs.
 - Knowledge and experience collection management software.
 - Knowledge of ethical standards and legal matters relating to the management of museum collections.
 - Demonstrated project management experience.
 - Must be self-directed, organized, and goal oriented.
 - Excellent verbal and written communication skills, to communicate effectively with colleagues, donors, visitors, and others.
 - Proficient in Microsoft Word, Excel, Publisher, and PowerPoint.
 - Able to work flexible hours including evenings and weekends.

- Preferred:
 - BA/BS degree from an accredited four-year college or university with major course work in museum studies, history, anthropology, archaeology, or education.
 - Experience with artifact handling and photography.
 - Comfortable/experienced using hand tools and basic power tools (for exhibit installation).
 - Experience designing promotional materials.
 - Experience in using social media to promote events and engage audiences.

A combination of education and experience may be considered.

Compensation commensurate with qualifications ranging from \$15.00-\$25.00 an hour