

Uintah County

Job Description



Title:	Assistant Museum Curator	Code:	430
Division:	Administration	Effective Date:	3/07
Department:	Western Heritage Museum	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	18

GENERAL PURPOSE

Performs a variety of full performance technical duties related to assisting in the day-to-day planning, organizing, management and development of the county museum and collections. Performs daily customer service in assisting museum patrons and operating gift shop.

SUPERVISION RECEIVED

Works under the general supervision of the Museum Director.

SUPERVISION EXERCISED

May provide close supervision to seasonal and volunteer workers.

ESSENTIAL FUNCTIONS

Provides general patron assistance; conducts school and patron tours; acts as museum interpreter in explaining, describing, and educating patrons regarding collection pieces; operates gift shop to sell various museum related products; works with vendors to purchase and replace inventory.

Participates in development and acquisition programs; solicits donations, organizes and collections and exhibits; receives and processes historical artifacts and materials; catalogues and numbers items; organizes and keeps files and maintains proper storage and inventory of the museum's art and history collections.

Performs historical research on artifacts and materials; searches known sources such as newspapers, public records, etc. and documents the same.

Assists in the preparation, construction and take-down of exhibits; monitors care of handling to assure against damage; assures materials are properly displayed and stored; develops rotation schedules for collection displays; organizes and coordinates art shows; establishes working relationships with artists and organizations.

Participates in the restoration and preservation of materials to their original state, including various types of paint and wood finish; assists with the tedious and careful removal of paint on historical furniture to reveal first grained layer of wood.

Coordinates volunteer efforts with local groups, i.e., Friends of the Museum; prepares work schedules and assignments; provides volunteer orientation and training.

Performs general advertising duties; appries media sources of events and activities associated with the museum; performs general clerical and secretarial duties; composes letters, memos, formal and informal correspondence; maintains office file and record keeping system; logs and files materials; performs general housekeeping as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training provided through professionally sponsored workshops, seminars or on-the-job programs;

AND

B. Two (2) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of the methods and techniques of developing and managing museum facilities; standards and practices associated with the preservation, processing, restoration, classification, cataloging and care of historical artifacts; general museum operations; general clerical functions, including PC operations, filing, record keeping, public relations, etc.

Ability to establish and maintain effective working relationships with employees, other agencies and the public; organize workload in multi-task environment; communicate effectively, verbally and in writing; work under stresses associated with time deadlines and conflicting priorities; operate personal computer and various software applications for word processing and spread sheet information.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a climate controlled environment. Tasks require variety of physical activities, not generally involving muscular strain (up to 50 lbs.), related to walking, standing, stooping, sitting, reaching, lifting, etc. Communicating, i.e., talking, hearing and seeing essential to job effectiveness. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)