

St. Louis County Historical Society Job Description	
Position Title: Curator Reports To: Executive Director	Description Valid As Of: October 2020
Exempt Full-Time	

POSITION SUMMARY

The Collections and Exhibits Curator is responsible for the intellectual and physical control of the Society's artifact collection and the archival collection of the Veterans Memorial Hall Program (VMH). The Curator coordinates and manages the process of collections care, including identifying the need for conservation treatments, and recommends specific strategies to achieve desired results. The Curator maintains a comprehensive electronic database of artifacts and archives. The Curator systematically monitors, records, and remedies environmental conditions in the exhibits and in the artifact / archival storage areas. The Curator cooperates with the Veterans Memorial Hall Program Manager in all VMH archival functions and works with other staff in coordinated exhibit and collection efforts. The Curator coordinates the production of all fixed and traveling exhibits and ensures their security. The Curator works with the Marketing Manager to effectively coordinate the installation and transportation of traveling exhibits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and organizes new collections to expand and improve educational facilities; collaborates with the VMH Program Manager to develop and organize the VMH archival research facility.
- Subscribes to *A Code of Ethics for Curators* developed by the American Association of Museums, which establishes standards and best practices for professional and curatorial conduct in the performance of duties for the Society.
- Manages the Society's artifact and archival collections (limited to VMH Program archives), including, but not limited to, preparing, organizing, retrieving, and maintaining collection records to verify legal ownership and to provide access; cataloging, documenting (including digitally), and maintaining an inventory of artifacts and archival property; maintaining collections databases; developing policies and procedures relevant to collections management; and reporting and/or proposing the de-accession of artifacts as prescribed by the *Collections Management Policy*. The Curator approves, processes, and documents artifact loans, and facilitates their return in an acceptable condition. The Curator approves, processes, and documents all reproduction requests.
- Maintains physical and intellectual control of all collections, including identifying and recommending conservation treatments of artifacts and archival property. The Curator reports and documents exhibit and artifact damage, loss, or theft; enforces appropriate use and handling of collections; enforces security and disaster plans and policies. The Curator maintains supplies and cleans artifacts; directs interns and volunteers in housekeeping, cleaning, and condition reporting; performs accessioning, registering, and inventory tasks; maintains an integrated pest management plan; assesses and addresses future conservation needs with the Executive Director; and systematically monitors and records environmental conditions in exhibit and artifact storage areas.

- Provides for the care, security, maintenance and safety of all exhibit environments, including, but not limited to, opening and closing exhibits; plans exhibits for their creation and opening within specified timelines and budget requirements; arranges for repairs and refurbishments; and monitors and addresses cleaning and lighting needs.
- Identifies, selects, and manages contracted exhibit developers, fabricators, and outside exhibit-related resources. The Curator works with other staff and collaborative partners who may be assigned to specific exhibit production projects, as may be required. Participates on and collaborates with exhibit development teams. Develops financial documents, such as service estimates and project budgets as related to exhibit creation and maintenance, as requested by the Executive Director.
- Coordinates and manages the donation process of artifact and archival collections, including, but not limited to, answering calls from potential donors, and reviewing and accepting artifacts for donation and acquisition. The Curator responds to the public regarding information on collections.
- Performs within the policies, procedures, and goals set by the members of the Society's Board of Governors. Continuously evaluates work processes and documentation to maintain optimal effectiveness, efficiency, and professionalism. Remains current on all state, national, and international laws as they pertain to objects in the museum collection.
- The Curator performs other duties as assigned by the Society's Executive Director, including representing the Society / museum in the media, at public gatherings, or at professional conferences and seminars.

SUPERVISORY RESPONSIBILITIES

The Curator recruits, schedules, and supervises interns and volunteers.

ESSENTIAL VALUES

Curatorial work for the Society is guided by the following values: To serve the public good by contributing to and promoting learning, inquiry, and dialogue, and by making the knowledge available to the public; to serve the Society by responsible stewardship of financial, material, and intellectual resources; to serve the goals and mission of the Society with respect for the diversity of ideas, cultures, and beliefs; and to serve the museum profession by promoting and practicing excellence, honesty, and transparency in all professional activities.

EDUCATION/EXPERIENCE/QUALIFICATIONS

- Bachelor's degree in history, anthropology, museum studies, or a related field is required. Master's degree preferred.
- Two to three years' experience in a museum position with duties related to collections management is required.
- Advanced knowledge / skill in using computer database software is required.
- Knowledge of museum collections software, such as *Proficio* is required.
- Advanced written and oral communication skills are required.
- Advanced organizational skills are required.
- Membership in local, regional, or national professional organizations is desired.