



Job Title	Museum Curator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17700

Class Specification – Museum Curator

Summary Statement: The purpose of this position is to manage the exhibitions, collections, interpretation, and archives operations of the Colorado Springs Pioneers Museum (CSPM). This is accomplished by developing a yearly exhibit schedule, creating exhibition content, chairing the exhibits and programs committee, and coordinating the interaction between collection stewardship and programs. The position also oversees issues related to collections acquisition, processing and storage, especially as it relates to the archival collections. The position is responsible for building and maintaining collaborative relationships with partner organizations; resolving sensitive public inquiries and complaints; serving the community as a consultant on issues regarding preservation and local history; and supervising CSPM staff in absence of the Cultural Services Manager.

Essential Functions	Note: Regular attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Performs project management by coordinating exhibition planning and installation. Oversees the selection of archival materials and artifacts for exhibits; coordinates regional lecture series with CSPM programs and exhibits; and maintains collaborative partnerships.
25%	Ensures scholarly integrity of all CSPM exhibits and programs; provides conservation referrals; responds to complicated research requests from public and staff; identifies themes and content of museum exhibits; writes and edits exhibit text; and delivers lectures and other programs to a wide variety of community groups.
25%	Oversees collection management by creating and implementing all policies and procedures for archives; responsible for all archival acquisitions and donations, processes archival collections, and maintains proper storage environments; and identifies conservation priorities. Manages contractual conservations services, selects, and purchases all research library acquisitions. Administers research center operations, and works closely with the museum registrar in managing the artifact collection.



Job Title	Museum Curator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17700

25%	Performs personnel management for regular, hourly, contract, and volunteers; responds to and resolves difficult and sensitive donor and visitor inquiries and complaints; and supervises CSPM staff in absence of Cultural Services Manager.
-----	--

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required: Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
--

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major coursework in history, art, anthropology, museum studies, or a related field.
Experience: Five years of full-time museum collection and curatorial experience including two years of administrative or lead responsibility.



Job Title	Museum Curator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17700

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:
 Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Daily
Noise and Vibrations	Several Times per Week
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Phone, fax, printer, scanner, copier, vehicle, computer, safety glasses, gloves, hard hat, steel toe boots, rubber gloves, and face mask.



Job Title	Museum Curator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17700

Specialized Computer Equipment and Software: Microsoft Office and collections management database software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014