CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Photo Archivist/Curator Of History**	**UNION:231**
		SG:S-8
CLASS TITLE:	**Museum Curator**	**CS:N**
		FLSA:N
DEPARTMENT:	**Museum**	**EEO4CODE:PR**

JOB SUMMARY:

Responsible for the care, preservation, storage, inventory and documentation of the photo archives collections. Manages historical reference services, photo reproduction services and archives research area. Directs activities of archives volunteers, interns, and staff. Supervises research assistant and other photo archives/special project staff. Coordinates and curates history exhibitions as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Museum Director and works independently under general supervision. Supervises technical and support staff, interns, volunteers and staff involved with photo archives projects.

ESSENTIAL FUNCTIONS OF THE JOB:

Archives Management

1. Manages the archives collection; researches and documents background of photographs for identification and content; catalogs all accessioned materials; plans and develops research projects, and inventories collections on a regular basis.

2. Manages photo reproduction services: develops and interprets access, use, fee structure and licensing policies for photography collection; designs promotional materials; coordinates sales, billing and contractual arrangements; selects, handles arrangements and provides technical assistance to photo subcontractors; maintains correspondence and records concerning use, shipping and handling of photo reproductions.

3. Stores, files and retrieves all archival materials as per accepted archival standards. Provides public access to the collection and responds to research information requests. Serves on Collections Committee.

4. Recruits, trains, and supervises staff, interns and volunteers involved with photography and archives management projects.

5. Projects revenues from photo reproduction sales and makes budget recommendations for archives maintenance needs.

6. Catalogs, conducts inventory, receives donation and acquisitions for the museum reference library.

7. Manages the operations of the archives research area and supervises all reference activities.

8. Responsible for ensuring a photographic record of Museum exhibitions, activities, facilities, and collection objects for exhibit, collections, reference and promotional uses.

Historical Curation

9. Advises and/or recommends history exhibitions to the Director for annual exhibition schedule. Serves on Exhibition Committee.

10. Responsible for the organization, research, implementation, and evaluation of history exhibitions as assigned.

11. Oversees research for history curators and coordinators when needed and directs the research assistant on specific collection retrieval of archival materials pertinent to exhibit or publication matter.

12. Reviews history exhibitions and related publications for historical accuracy.

13. Channels historical inquiries to appropriate sources.

ADDITIONAL WORK PERFORMED:

1. Assists other history curators with photograph orders as needed.

2. Directs special and grant funded projects and supervises related staff.

3. Performs other archival and curatorial duties as needed.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of professional practices and ethics of museum operation.
- Knowledge of specific registration policies and procedures and familiarity with standard cataloging procedures.
- Knowledge of standards and techniques for archival care and storage, photographic reproduction, and conservation methods for photographic and printed materials.
- Knowledge of the history of photographic methods and materials. A working knowledge of 35mm and 4x5 film equipment and materials, research techniques and general black and white darkroom procedures.
- A knowledge of customs regulations, shipping regulations, forms, fees, and insurance requirements.
- A working knowledge of computer hardware and software applicable to museum management systems.
- Ability to gain a working knowledge of local and regional history.
- Knowledge of historical research methodologies and resources.
- Good oral communication and interpersonal skills to work tactfully and effectively with interns, volunteers, collectors, the general public, national and international museum clients.
- Good writing, organizational and decision making skills, adaptability, flexibility, and interpersonal sensitivity, and leadership skills for working with interns and volunteers.
- Ability and willingness to demonstrate the Public Service Competencies of Service

Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is generally performed indoors in the Museum complex of offices, storage areas, and exhibits.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in art, art history, museum studies, anthropology, history or related field required.
- Four (4) years of paid archival experience in a museum, historical society, government agency or related private sector setting required.
- Training or course work in photography, computer usage and archival practices required.
- Master's degree in history, museum studies, archival science or related field preferred. Additional significant museum experience beyond six years may be substituted for a Master's degree.

PREPARED BY: G.Thomas/C.Garcia/
S.Mahaffey
8/87

REVIEWED BY: _____
Thomas A. Livesay
Museum Director

REVISED BY: G.Thomas/J.Olbrantz/C.Sellin
8/91
Pettus/Nagel
9/94
Livesay/Hanowell
8/00
Livesay/Nagel/Klemanski
4/03