CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Senior Curator For Education And Public Programs** **UNION:231**
CS:N
DEPARTMENT: Museum **FLSA:N**
EEO4CODE:PR

JOB SUMMARY:

This position is responsible for the Museum's public education programs, the curation of assigned historical exhibits, and for the Museum's security and safety programs.

SUPERVISORY RELATIONSHIPS:

Reports to the Director. Serves as a member of the Museum management staff. Works independently in carrying out program goals and objectives. Work is coordinated through the Museum's operating committee structure. Supervises assigned staff and volunteers. Works under City and Museum policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

Education Programs:

1. Plans, organizes, directs, provides and evaluates Museum education programs related to both exhibits and collections. Recommends program goals and objectives to the Director. Provides and presents Museum tours and programs for both children and adults.

2. Responsible for supervision of assigned staff: Effectively recommends for hire, trains, schedules, assigns and reviews work, establishes performance standards, conducts performance appraisal and recommends disciplinary action as necessary. Oversees the recruitment, training, and coordination of the work of education volunteers including tour guides, community service group coordinators, and other volunteers.

3. Curates and/or coordinates museum exhibits as assigned including major multiple-gallery exhibits requiring organization of collections and materials from multiple sources. Conducts research on artifacts, collectors and collections. Develops and implements exhibit plan and directs assigned exhibit support staff.

4. Performs historical and interpretive research of and for exhibits and for the development of program curricula, exhibit support and for various museum publications, educational and interpretive materials. Responds to inquiries on matters of regional history.

5. Supervises, coordinates, evaluates and provides public programs, including arranging for performers, speakers, demonstrations, scheduling, staff assignments, and community liaison.

6. Responsible for Museum safety and security: Develops and recommends facilities safety and security policies and procedures for staff, collection, and exhibits. Oversees the acquisition, maintenance and use of alarm/intrusion security systems. Oversees the

distribution and security of keys and codes. Provides for necessary staff and volunteer training related to safety and security.

7. Responsible for museum audio/visual equipment and supplies including budgeting, acquisition, storage, maintenance and use.

8. Performs various budget activities related to work assignments such as developing cost estimates for exhibits, identifying funding sources, administering budget.

ADDITIONAL WORK PERFORMED:

1. May have responsible charge for Museum in Director's absence. Other duties necessary to within scope of position.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- A working knowledge of the adult and school age instructional techniques, curriculum and program development and adult and child learning processes.
- Ability to develop and maintain current a working knowledge of regional history, of art, photography and other media presented or available in the Museum exhibits and collection.
- Management skills including leadership and supervisory skills, planning and organizing, problem analysis and decisionmaking, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance and time management.
- Excellent oral communication skills for working with a diversity of personnel, community organizations, and individuals, both children and adults. Excellent public presentation skills. Excellent writing skills.
- A working knowledge of exhibit curatorial techniques, exhibit design, exhibit management processes for handling, preservation, and protection as well as collection cataloging, storage and conservation methods and sources of current knowledge in the field.
- The ability to establish and maintain effective working relationships.
- Office and computer skills sufficient to function in a professional role.
- Ability to obtain a working knowledge of community organizations concerned with art and history as well as with City and Departmental operations, policies and procedures, and pertinent regulations.
- 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 exhibits and offices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Education: Masters degree in Education, Museum Education or related field. Art and or history minor preferred. Additional significant museum experience beyond four years may substitute for Master's degree.
- Experience: Four years professional museum experience with responsibility for public

education programs and exhibits curation. Supervisory experience required.

PREPARED BY: KH/JO/RV
11/93

REVIEWED BY:_____
George Thomas
Museum Director