



Curator of Collections

Category: Classified/Excluded
Pay Grade: C26
Job Code: 03350

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Oversees three main areas of responsibility: care of the museum's collections, exhibit curation, and supervising the historic preservation of the structures located at Heritage Village. For collections care, the curator is the primary point of contact for all aspects of the museum collection. This includes but is not limited to supervising acquisitions, inventorying collections, researching objects, tracking locations, identifying objects, performing remedial conservation and finding appropriate conservators, database management, writing and tracking condition assessments of objects, and researching objects. Exhibit curation includes but is not limited to researching thematic topics in local history, writing label copy for exhibitions, artifact selection, mount making, exhibition design and layout, and supervising/assisting in exhibit installation. Historic preservation duties include but are not limited to providing the lead for restoration and preservation projects, supervising preservation maintenance volunteers, and working with contractors who perform preservation/restoration related work on the structures. Other areas of responsibility include supervising the museum's integrated pest management system, volunteer management, research, grant writing, and occasionally providing lectures. This work is primarily performed independently and with little direction.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Establishes and maintains intellectual control over all aspects of the museum's collections; tasks performed under collections management include cataloging objects, performing routine inventories, monitoring the condition of collections and historic structures, and developing a rotation schedule for artifacts on exhibit;
- Corrects, edits, and adds records the museum's collections database, ReDiscovery;
- Reviews records to make sure that information is correct and complete for every artifact;
- Tracks donor and donation information related to artifact and archival collections;
- Runs technical reports on the museum's collections, tracks the status of exhibits and loans in ReDiscovery; and attaches photographs, condition reports, research notes, and other related items to catalog records;
- Acts as the first point of contact with all potential donors wishing to give objects to the museum; I act as the liaison between the county, Pinellas County Historical Society and the donors before, during, and after the donation process;
- Generates and tracks all paperwork associated with the donation process including creating deeds of gifts, temporary custody receipts, and thank you letters;
- Develops and delivers programs to the public and occasionally at special events on topics in local history or about the collections held at the museum;
- Oversees and meets with collections volunteers;
- Assigns projects and tasks related to the management of the museum's collection such as: photographing and measuring artifacts, assisting in inventories, and updating catalog records;
- Works closely with the volunteers on a weekly basis, as well as throughout the year on special projects;
- Oversees and works closely with the lead maintenance volunteer that assist with the repair and preservation of the historic structures at Heritage Village;

- Develops, researches, writes, and implements exhibits on thematic topics relevant to the museum's mission to "collect, interpret, and preserve Pinellas County history within the context of Florida history;"
- Meets with public stakeholders for specific spaces to garner community support and participation within exhibit spaces;
- Meets with members of the conservation committee to hear their recommendations for the conservation and care of artifacts and structures located at Heritage Village;
- Works with professional conservators or contractors;
- Recommends and participates in remedial or preventative conservation steps, such as rehousing objects in acid free boxes, monitoring the environmental conditions of spaces, etc;
- Reviews, writes, and updates technical documents related to the care of the museum's collection;
- Develops and implements a formal collections management policy for the collection as well as artifact handling guidelines for volunteers;
- Supervises and directs all preservation related activities for the structures located at Heritage Village;
- Participates in weekly staff meetings, monthly meetings with the collections committee, and annual meetings with the conservation committee;
- Oversees and coordinates loan of objects from Heritage Village to other institutions and individuals;
- Writes, reviews, and edits topics in local history;
- Prepares and submits reports to the county and related historical organizations;
- Assists in special events or fundraisers that help benefit the organization and build community support;
- Networks, confers, and coordinates with fellow professionals in the museum field;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Master's Degree; and two (2) years of experience; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of department practices and policies.
- Skill in the use small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for data entry.
- Skill in using computers for word processing and accounting purposes.
- Ability to supervise, organize, and communicate effectively.

PHYSICAL/MENTAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.