

MUSEUM CURATOR

JOB DESCRIPTION

Classification Responsibilities: The Museum Curator develops, interprets, displays, evaluates, and curates the collections of the Arizona Museum for Natural History for the fields of natural and social sciences. Responsibilities include: developing and implementing procedures of a general curatorial nature relating to the fields of Social Sciences (history, ethnology, archaeology, anthropology) or Natural Sciences (paleontology, geology, biology); conducting original and secondary research; ensuring compliance with federal, state, and local laws in the acquisition and collection of objects; writing policies, plans, grant proposals, reports, etc., regarding museum collections, general curatorial information, or a designated subject area; and providing curatorial expertise on certain changing and permanent exhibits. The Museum Curator also supervises full-time, part-time, contractual, and volunteer personnel. This class is also responsible for performing related duties as required.

Distinguishing Features: General supervision is received from the Museum Administrator, who reviews work through conferences, meetings, reports, and overall results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in a Social Science, Natural Science, or related field, such as Museum Studies, Anthropology, Biology, Geology, Paleontology, or a closely related area. Considerable (3 - 5 years) museum experience.

Special Requirement. A Master's Degree from an accredited college or university may be required (*depending on assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Ph.D. in a field of the Social or Natural Sciences and experience in responsible positions in a museum is preferred.

ESSENTIAL FUNCTIONS

Communication: Provides information concerning Arizona Museum of Natural History collections from local, regional, and international contexts. Prepares collection policies and procedures regarding conservation, storage, etc. Writes board reports, grant proposals, articles, educational materials, research proposals, exhibit labels, etc. Communicates with donors and maintains a record of their interaction. Provides curatorial expertise on museum exhibitions.

Manual/Physical: Contracts and evaluates technical services including, but not limited to, curators, appraisers, conservators, and restorers. Inspects and monitors the physical care of the museum collections to ensure agreement with professional museum curatorial standards. Locates and acquires specific objects or collections through donation or purchase. Assists as necessary with exhibitions and storage of collections.

Mental: Researches artifacts, specimens, and documents. Comprehends and makes inferences from secondary research sources, as well as documents, recordings, maps, photographs, etc. Assesses the research potential, exhibition possibilities and conservation needs of museum collections. Evaluates the strengths and weaknesses of individual collections. Evaluates the need to accession or deaccession specific collections. Prepares long-range collection development and related plans. Ensures that the stated origin or attribution of the work reflects thorough and honest investigation, and that it is promptly changed to incorporate any new facts or analyses. Analyzes and evaluates data to make recommendations to management. Prepares budget recommendations for the Museum Administrator's consideration.

Knowledge and Abilities:

Knowledge of:

biological, geological, and paleontological collections from the Southwest and related areas of Mexico; archaeological and ethnographic collections from the Southwest, Mesoamerica, and South America; professional museum practices, such as acquisition, preservation, research, interpretation, exhibition, and presentation;
basic curation and conservation methods and techniques;
historical research methods, procedures, and techniques; and
principles, practices, and methods of employee supervision, training, and evaluation.

Ability to:

ensure that the interpretation and curation of the museum collection are in agreement with professional museum standards;
perform research on artifacts and documents;
oversee object loans and write labels;
develop and monitor contracts relating to exhibits;
prepare the budget and monitor purchasing for the responsibility areas;
conduct primary and secondary research;
develop and implement procedures and policies;
write and publish policies, plans, grant proposals, reports, and articles for various publications and newsletters;
communicate clearly and effectively through written and oral presentations;
develop and maintain rapport with academic professionals in order to gain assistance concerning objects from specific subject areas;
serve as a member of the senior leadership team;
participate in professional organizations;
plan, organize, and perform work assignments with initiative and judgment;
assess and assign priorities to problems and work assignments when confronted with several pressing

demands at one time; and
establish and maintain effective working relationships with management, coworkers, public officials,
academic professionals, the general public, etc.

Natural Sciences Assignment

Ability to:

conduct primary and/or secondary research in the disciplines of paleontology, geology, and biology;
perform collection development duties in each of the areas; and
perform excavation work off-site including obtaining permits and supervising volunteers and adjunct
curators.

Social Sciences Assignment

Ability to:

conduct primary and/or secondary research in anthropology or related disciplines;
oversee the disciplines of ethnology, archaeology;
coordinate the changing exhibits including: locating, scheduling, receiving, planning, installing, and
deinstalling exhibits; and
plan, design, and install the museum's permanent exhibits which involves working with the museum's
management team to coordinate the fabrication, installation, and maintenance/repair on exhibits.

The duties listed above are intended only as general illustrations of the various types of work that may be
performed. Specific statements of duties not included does not exclude them from the position if the
work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by
the City as the needs of the City and requirements of the job change.

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PN/rb/aa
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JOB FCTN-ART
INCREMENTS 66-200

PAY GRADE: 50
IND-9101
SWORN-No