

MUSEUM CHIEF CURATOR

JOB DESCRIPTION

Classification Responsibilities: The Museum Chief Curator provides direction, oversight, and leads the museum's research, collections, engagement, interpretation, communication, and overall curation for the Research and Collections Division of the Arizona Museum for Natural History for the fields of natural and social sciences. Responsibilities include providing strategic direction of the Research and Collections Division, including collections management, strategy development, and implementation of Research and Collections policies and procedures of a general curatorial nature relating to the fields of Social Sciences (ethnology, archaeology, anthropology, community cultures) or Natural Sciences (paleontology, geology, biology); and providing curatorial expertise on exhibitions and programming. The Museum Chief Curator is responsible for developing scientific and museum networks within the region and nationally, to increase the scientific influence and prestige of its research, collections, engagement, programming, and communications.

The Museum Chief Curator also has responsibility for the overall Geographic Information Systems (GIS) program, and the Digital scanning program, to include CT scans, photogrammetry, and other Database management systems, and to act as the data custodian and liaison to the City's IT department. The Museum Chief Curator also supervises full-time, part-time, contractual, and volunteer personnel and may act in the stead of any absent curator. 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 Master's Degree in a Social Science, Natural Science, or related field, such as Museum Studies, Anthropology, Biology, Geology, Paleontology, Ecology, or a closely related area. Extensive (5+ years) museum curatorial or equivalent experience.

Special Requirement. None

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. May have been published in a professionally recognized publication and been credited within the publication. Good (1 - 3 years) experience using Geographic Information Systems (GIS), CT Scans, photogrammetry, or similar 3D spatial databases.

ESSENTIAL FUNCTIONS

Communication: Provides scientific information and communication concerning Arizona Museum of Natural History collections from local, regional, and international contexts. Develops and provides direction for collection policies and procedures regarding professional ethics, conservation, storage, etc. Writes board reports, grant proposals, articles, educational materials, research proposals, exhibit, and programming content, etc. Communicates with media, press, and donors and maintains a record of their interaction. Along with the curators, may provide curatorial expertise on museum exhibitions and programming.

Manual/Physical: Responsible for all contracts and evaluates technical services including, but not limited to, scientists, curators, appraisers, conservators, digital technicians, and artists. Inspects and monitors the physical care of the museum collections to ensure agreement with professional museum curatorial standards. Assists, as necessary, with exhibitions and storage of collections.

Mental: Oversee and is responsible for all research of artifacts, specimens, data, and documents. Comprehends and makes inferences from secondary research sources, as well as documents, recordings, maps, photographs, etc. Evaluates the strengths and weaknesses of individual collections and makes recommendations for their research use, storage, and/or retention. Evaluates the need to accession or deaccession specific collections. Prepares strategic and long-range collection development policies and related business case and plans. Analyzes and evaluates data to make recommendations to management. Responsible for developing and managing the Unit's budget, and when requested, making budget recommendations on the Museum's overall budget.

Knowledge and Abilities:

Knowledge of:

biological, geological, and paleontological collections from the Southwest and related areas of North American and Mexico;
archaeological and ethnographic collections from the Southwest, Mesoamerica, and North and South America;
professional museum practices, such as acquisition, preservation, research, interpretation, exhibition, and presentation;
advanced curation, collections management, and conservation methods and techniques;
current and 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 create content for public;
develop and monitor contracts relating to exhibits and programming;
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;
establish and maintain effective working relationships with management, coworkers, public officials, academic professionals, and the general public; and
Geographic Information Systems, CT Scans, Photogrammetry, or similar 3D scans, their production, and data management.

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.

New 8/23

AD/lr/js

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EEO-Prof

JOB FCTN-ART

INCREMENTS 66-200

PAY GRADE: 52

IND- 8868

SWORN-No