

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2006**  
**MUSEUM SERIES**  
**RANGE: 49.0**  
**CLASSIFIED**  
**CODE: 2**

**CURATOR OF COLLECTIONS**  
**(Kern County Museum)**

**DEFINITION**

Under direction of the Assistant Museum Director, to supervise the interns and volunteers required to satisfactorily complete work pertaining to the curatorial department;

the Curator oversees management of the museum's collections as detailed in the Collections Management Policy and as defined by museum's mission, to include all aspects of collections care and inventory;

conducts research and interpretation as it relates to the mission of the museum;

supervises the acquisition, registration, and conservation of museum artifacts;

directs and coordinates activities of workers engaged in acquiring, cataloging, exhibiting, and educating the public about the art, artifacts, and other items of lasting value within the collections of the institution;

attends monthly management meetings, and performs assigned duties to forward the organization's mission;

and to do related work as required.

**EXAMPLES OF DUTIES**

Supervise all aspects of collections management to include documentation, inventory, cleaning, research, interpretation, and public access to collections and uses of collections;

conducts or supervises the museum's acquisition program;

plans, assigns, and directs work;

conducts or supervises the handling, monitoring, care and storage of artifacts;

directs activities concerned with the education, exhibition, research, and public service objectives of institution;

consults with internal and external professionals to plan and implement collections, research, display, and public service activities of institution;

assists in formulating and interpreting administrative policies of institution;

formulates plans for special research projects and participates in research activities;

selects, researches, documents and catalogues objects;

oversees curatorial, technical, and research staff;

provides for adequate collections storage and ensures that acceptable environmental conditions are maintained;

prepares catalogues, articles and promotional publications related to exhibits and to the museum's collection;

prepares exhibits for public display;

negotiates with administrators of other institutions to obtain exchange of loan collection; maintains a collections procedures, care manual and inventory; prepares curatorial budget; represents institution at scientific or association conferences; and solicits support for institution;

participates in preparation and writing of grants to secure funding related to institution collections;

obtains, develops, and organizes new collections to expand and improve educational and research facilities; recommends items for deaccession;

writes articles for publication in scientific journals;

recruit volunteers for curatorial projects or established need in the curatorial area;

performs research for exhibits, scripts, and conducts public presentations about Kern County or museum collections;

generate text from that research for various documents including labels, scripts, brochures, and catalogues;

maintain a five-year artifact conservation and preservation schedule, as well as a list of desired collections materials to meet interpretive and collection goals.

## **QUALIFICATIONS**

### Knowledge of:

Contemporary methods of conservation and preservation of artifacts;

accessioning, registration, storage, handling, and general care of artifacts;

research methods;

cataloging techniques;

exhibit design;

word processing programs such as Microsoft Word, WordPerfect; spreadsheets and database software such as Lotus 1-2-3, Excel or Quattro pro;

Internet software, E-mail, Order processing, Inventory and Contact Management.

### Ability to:

Perform each essential duty satisfactorily;

train and oversee employees and volunteers;

read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;

write reports, business correspondence, and procedure manuals;

effectively present information and respond to questions from groups of managers, clients, customers, and the general public;

interpret a variety of instructions furnished in written, oral, diagram, or schedule form;

communicate effectively, orally and in writing;

maintain effective and cooperative working relationships with employees, volunteers, and other community agencies;

lift 50 pounds, climb ladders, stoop, bend, kneel, squat, crawl and stand for long periods of time, taste and smell, work with arms extended above the body, see and hear sufficiently to safely perform the duties listed;

occasionally exposed to wet, humid conditions, high precarious places and outside weather conditions, and noise level in the environment is moderate;

occasionally move mechanical parts.

Experience:

Five years of experience in the registration and cataloging of museum collections, design and installation of museum exhibits.

Education:

A Bachelor of Arts degree from an accredited four-year college or university in Fine Arts, History, Art History, Museology or related field is required and a Master of Arts is preferred.

Condition of employment:

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

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Previously Lead Curator