

JOB DESCRIPTION
CITY OF JOPLIN
MUSEUM CURATOR

TITLE: MUSEUM CURATOR
DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the general supervision of the Director of Parks and Recreation or designee, oversees the day to day operation of the Joplin Museum, staff, all museum financial procedures and record keeping. This position oversees operation of museum gift shop and the rental and maintenance of the museum space for public use.

Also develop, create and maintain all museum exhibits, programming and promotional materials. Maintains the integrity, security, and documentation of the museum's artifact and specimen collections. Actively seek out alternative funding sources.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability are required.
- Must maintain confidentiality.
- Conducts themselves in a professional manner that promotes a productive, healthy, safe and positive work environment.

GENERAL TASKS AND RESPONSIBILITIES:

- **WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.**

OPERATIONS

- Responsible for all financial and accounting procedures including budgeting, management of expenditures and purchasing, cash handling and collections.
- Review and update all staff policies and procedures as needed.
- Train all staff on computer usage, specialty programs and maintain, repair and update museum technology as needed.
- Attend and provide monthly reports to the Museum Advisory Board and Joplin Historical Society.
- Coordinate all purchasing and oversee operation of museum gift shop.
- Pursue alternative funding sources for museum through grants, donations, rental, programming and partnerships,
- Oversee museum social media sites.
- Responsible for staff recruitment, hiring and termination.
- Negotiate and maintain all museum contract activities.
- Prepare, design and implement all museum public marketing materials, press releases, public relation notices, special events and promotional and direct mailing materials.

EXHIBITS

- Create and implement a collections management policy for all exhibits and collections.
- Research and prepare bill of materials for all new exhibit construction and maintenance.
- Annually review collections management policy to assess areas for improvement.

HUMAN RESOURCE DEPARTMENT
ORDINANCE #:

APPROVED:
PAY RANGE: 320

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- Create and implement scope of collection, also to be annually reviewed.
- Create, utilize, record and oversee all gift transfers, donations, loans and loan documents.
- Research availability, cost, booking and relevance of current traveling exhibits. Identify possible funding entities.
- Implementation of digital collections catalog, including verification and reentry of lost data.
- Provide for and monitor physical environment of all exhibits and collections. Maintain environments as close to recommended best practices as possible.
- Provide identification of local minerals and mining artifacts as required by the public.
- Answer all public questions on mineralogy, mining and local history using reliable, accurate and verifiable sources.

PROGRAMMING

- Create and provide all educational content and programming for onsite tours and off site.
- Organize, schedule, and provide tours for annual spring school tours of all Joplin R-VIII Fourth graders.
- Lead educational tours for all scheduled school groups and other interested organizations.
- Set guidelines and fee schedules for rental of museum hall.
- Provide museum security for all after hour events during museum events.
- Open rental space to public for all outside of hours events.
- Setup and tear down of tables, chairs and AV equipment as needed for rental events.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all-inclusive list of the duties associated with this position, other duties may be assigned as needed.
- Provides information to the public, staff, volunteers and city officials requiring explanation of museum policies and procedures.
- Prepares requisition and maintains office equipment, office and museum archival supplies.
- Assists with special events and programs as needed.
- Acts as front desk relief.
- Resolves problems and disputes with visitors.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, departments and the public, on how to apply policies, procedures and standards to specific situations.
- Requires an exceptional ability to communicate orally and in written correspondence.
- Requires demonstrable ability to provide first line supervision. Ability to persuade, convince, orientate and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

MATHEMATICAL ABILITY

- Requires the ability to perform complex addition, subtraction, multiplication, division and algebra. Must be able to calculate percentages, discounts, interest and have the ability to perform high level mathematical operations using large numbers, fractions and computer formulas.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

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- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise sound judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

PHYSICAL REQUIREMENTS

- Requires long periods of sitting, standing and must be mobile to allow effective job-related functions in the work area or moving between buildings.
- Sighted, hearing, twisting, bending and a degree of manual dexterity to operate varying office equipment such as computers, calculators, copiers, telephones, FAX machines, and other office type equipment.

ENVIRONMENTAL ADAPTABILITY

- Tasks are generally performed in safe and comfortable office surroundings. May experience exposure to adverse environmental conditions that include exposure to environmental factors such as temperature variation and extremes, humidity, disease and/or dust.

GENERAL QUALIFICATIONS:

- Bachelor's Degree in Science in Education, OR closely related field with five years of experience.
- Master's degree in Museum Science preferred.
- Exceptional computer skills are highly desired.
- Knowledge of planning, preparing and working with an effective budget.
- Exceptional interpersonal, oral and writing skills and the ability to interact positively with a diverse population.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

Employee Name (Please Print)

Date

Employee Name (Signature)