

## **Job Description: MUSEUM CURATOR**

**CLASS NO.** 1282

**EEOC CATEGORY:** Paraprofessionals

**PAY GROUP:** 113

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Responsible for the appropriate care and maintenance of each object within the Museum. Greets and assists visitors, accepts and documents new acquisitions and donations, completes and maintains reports, sets up new exhibits, writes periodic news articles and serves as resource for County historical information including, but not limited to cemeteries, historical homes, buildings and other locations and genealogy.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Polk County Historical Commission and the Commissioners Court.
2. **Directs:** May be required to supervise subordinate staff.
3. **Other:** Has contact with all active Members of the Polk County Historical Commission, Commissioners Court Members, general public and some county personnel.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Greets Visitors courteously and conducts tours of museum;

Maintains guest book at museum entrance;

Prepares and presents a monthly report to the Historical Commission;

Prepares and presents annual Museum report for distribution to the Commissioner's Court;

Assists in the preparation of the Annual Report to the State Historical Commission;

Processes and archives new acquisitions in the appropriate manner;

May be required to attend State Historical Commission and other Museum Profession seminars and/or workshops;

Reviews publications concerning the Museum profession;

Creates, assembles and maintains Museum displays/exhibits;

Implements and maintains digital archive of Museum holdings;

*\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

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**CLASS NO. 1282 (Continued)**

Preserves Museum documents by scanning and maintaining a digital filing system;

Designs and prepares brochures to promote Museum;

Updates and/or designs and maintains Museum website;

Manages and maintains Polk County Memorial Museum social media platforms;

Promotion/Marketing to draw visitors to the Museum;

Works with other groups and entities that promote preservation, history and heritage tourism; such as the Alabama-Coushatta Tribe of Texas, Heritage Societies, Merchant's Guilds and Chambers of Commerce throughout the County;

**Other Important Duties\***

Oversees the maintenance and upkeep of the Museum building and grounds in cooperation with the County Maintenance Department;

Works with Schools/Teachers on curriculum for students relating to Polk County history;

Responds to inquiries pertaining to genealogy and assists researches in Museum to understand County resources for study;

Promotes the sale of Polk County History Books;

Performs such other duties as may be assigned by the Commissioners Court.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*Knowledge of:* the identity of objects in the museum and how they relate to local history; working knowledge of Polk County history, preferred - original settlers and founders of towns and communities; the techniques of handling, preservation and storage of the museum's documents and objects of art, following current archival standards; professional office practices, equipment and materials..

*Skill to:* operate modern office equipment, including a computer and current software;

*Ability to:* meet the general public graciously; communicate effectively with others; adapt to new technology; assemble creative exhibits which will represent our local history, preserve the nostalgia of times past for our citizens, inspire in our young people an appreciation of history and, ultimately, stimulate interest in the history of Polk County.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

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**CLASS NO. 1282 (Continued)**

Bachelor's Degree, with museum related course study;

*or* High School graduation, or its equivalent, plus two years of museum related work experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

None.