

CLASSIFICATION ADDENDUM

Job Title: Museum Curator

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C41-C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

Under the direction of the Library Manager, this position performs professional museum services for the Springfield Museum. Position involves performing multiple tasks, working to meet deadlines, frequent work beyond normal business hours, including working evening/weekend hours and special events, and responding to customer issues. Oversees day-to-day operations of the museum including monitoring facility for cleanliness and safety, scheduling and leading volunteers, and community relations. Responsible for collection management and curation of exhibits including cataloguing archival collection; cleaning displays, labeling objects, photographing and documenting items; researching, developing, building and installation of exhibits; and identification and designation of donated items. This position will work closely with staff, advisory boards, and external contacts to coordinate exhibits, fundraising events, content for marketing and communicating with donors, and to provide regular feedback, metrics, and performance measures to ensure appropriate oversight and consideration of all initiatives and directives. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of Museum Studies, Art History, Anthropology, or a related field that includes professional level museum experience. A Master's level degree is not required, but may be required if candidates do not have minimum journey level experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Principles and practices of professional museum work;
- Basic conservation and storage techniques;
- Public relations principles;
- Facility maintenance principles and practices;
- Cataloging, classifying and processing museum materials including donated items;
- Ethical codes and accountability standards to ensure good stewardship of assets held in the public trust and to maintain public confidence.

Skills: *(Demonstrated skill in performing the following)*

- Proficiency with PastPerfect software;
- Developing promotional materials;

Essential Characteristics and Duties Addendum

- Coordinating and scheduling special events;
- Writing and administration of grants;
- Curating rotating exhibits.

Qualification For Grade Progression:

C41 - Contributing

C42 - Journey

C43 - Advanced/Lead Level

Physical Requirements Addendum

Sedentary Work as defined in the classification specification and medium work defined as exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. This may include frequent or prolonged periods of standing, sitting, bending, stooping, reaching; use of step stools, ladders, hand and power tools; working at varied heights, pushing and pulling crates, carrying materials, supplies, art work, and artifacts weighing up to fifty (50) pounds in setting up and tearing down exhibits and preparing items for storage and shipping. Frequent exposure to disagreeable chemicals and fumes common to preparation and maintenance of exhibits and displays. Frequent use of a personal computer.

Addendum History

Created and Adopted: 2017.06