

POSITION TITLE: Curator of Exhibits
WAGE RANGE: \$11.00 - \$15.00/hr
HOURS WORKED: 32.0 (Mon-Fri) variable, 0.75 FTE

Job Summary:

Plans, directs, and coordinates exhibit production.

Supervisor: Executive director

JOB DUTIES:

Exhibits Curator:

- Coordinates, evaluates and utilizes exhibits team member input;
- Plans Museum exhibit schedule;
- Prepares exhibit narratives;
- Coordinates with collections staff for exhibit object selection;
- Coordinates exhibit installation;
- Recommends to director appropriate exhibits for rental;
- Coordinates with museum store manager for appropriate store items correlating to exhibit schedule;
- Prepares virtual exhibit outlines and coordinates with Museum webmaster for implementation;
- Prepares exhibit-related media materials for release.

General:

- Miscellaneous clerical and museum duties as assigned.
- Utilizes volunteers effectively to increase positive output.
- Answer multi-line phones, transfer calls, take messages, direct public as needed.
- Take admissions and make gift shop sales using cash register and credit card machine.
- Assists with special events, set up and take down.
- Assists with event mailings as necessary.
- Front office reception as necessary. Greets public, volunteers and docents, school groups, etc.

Exhibits Team:

The exhibits team, as a minimum, consists of the exhibits curator, collections manager, and registrar. Other participants might include any other members of the museum staff at the discretion of the curator and/or executive director.