

City of Seward

Job Description

Job Title - Library Museum Curator of Collections and Exhibits

Range:	12-14 Progressive	Salary:	\$19.82-27.31
Department:	Library Museum	Approved by:	
Reports to:	Library Museum Director	Date:	04/19/2018
Supervises:			
Position:	Regular, Full-time		

Summary:

Under the supervision of the Library Museum Director, the Curator of Collections and Exhibits performs duties related to the acquisition, registration, management, care, security and exhibition of the Resurrection Bay Historical Society, Seward Community Library Association and the City of Seward collections at the Seward Community Library and Museum. Assists the Director as City of Seward liaison to Historic Preservation Commission.

Essential Duties and Responsibilities:

Collections:

1. Responsible for record keeping pertaining to the collections housed at the Seward Community Library and Museum (SCLM) utilizing best practices.
 - a. Accession, catalog, and document all collections using the museum database (PastPerfect) and paper files.
 - b. Recommends and implements SCLM's collections policies and procedures.
 - c. Coordinates with partner organizations to meet with prospective donors and make recommendations.
 - d. Assist researchers, the public, and staff with inquiries related to the collections and local history.
 - e. Manages incoming and outgoing loans, including maintaining and tracking loaned objects.
2. Responsible for and ensures the organization, care, storage, use, security and documentation of the museum's collections utilizing best practices.
 - a. Oversees the maintenance and monitoring of environmental conditions in the building, including pest management and general housekeeping.
 - b. Ensures preventive conservation conditions for collections.
 - c. Coordinate movement of all collections, including new acquisitions, loans, and non-accessioned items.
 - d. Coordinates and monitors conservation treatment of collection objects.
 - e. Researches and recommends the solicitation, acquisition, or de-accession of collections.
 - f. Monitor and take steps to mitigate hazards to the collections, including environmental conditions, cleaning, handling, pests, and disasters.
 - g. Oversees the security, access and use of the museum exhibits, work room, secured storage and resources.
 - h. Assists partner organizations with image use and research requests for archival photographs and documents.

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Exhibits:

1. Works closely with the Director to plan, design, and install exhibits.
2. Maintains and upgrades permanent exhibits and temporary exhibits, including the care and cleaning of exhibit areas and objects.
3. Develops exhibit schedule in coordination with the Director.
4. Coordinates the design, development, installation, maintenance, and de-installation of exhibits including the long term exhibits and temporary exhibits.
5. Manages, coordinates and installs traveling exhibits.

Other Duties and Responsibilities while working in the Library Museum

1. Assists with developing and implementing SCLM programs and policies as directed.
2. Develops, manages and assists with new and ongoing museum projects.
3. Supports and assists museum interns and volunteers.
4. Assists the Program Coordinator and Director with overseeing interns, and volunteers as needed.
5. Works with the Director to research and write grants relevant to collections and exhibitions.
6. Assists the Director with technical support as City of Seward liaison to Seward Historic Preservation Commission. Keeps the calendar of events current, compiles and produces monthly agenda and packet, records and archives minutes of meetings and maintains record archives.
7. Provide educational tours and presentations to school groups and special interest parties in coordination with Program Coordinator.
8. At the direction of the Director, works collaboratively with partner organizations regarding the care and management of their collections.
9. Greets visitors and provides front desk service utilizing good customer service techniques.
10. Collects admission fees, and answers questions about exhibits and Seward based on familiarity with museum exhibits, Seward history, and current attractions and activities while at the museum.
11. Reconciles daily accounting activities as outlined in cash handling policy and procedures. Logs patron, volunteer and visitor statistics as directed. Implements opening and closing procedures as directed.
12. Maintains order and cleanliness of library and museum by straightening, dusting, adjusting and light surface cleaning as needed and directed.
13. Maintains confidentiality of all Library and Museum records in accordance with state law (AS 09.25.140).
14. Ability to qualify as a Notary Public and Passport Agent.
15. Perform other duties as assigned and assist with Library duties as needed.

Performs other library museum related duties as assigned.

Qualification Requirements:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and/or Experience:

Bachelor's degree from college in the social sciences (i.e. history, anthropology, American studies, or related field), or three years of experience in museum or library settings, or equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform duties. Competent computer technology skills and related experience in visitor services and/or historical interpretation desirable.

Progressive Development:

To insure that library museum staff is well versed and current in the techniques and skills each library museum staff member is offered membership in the Alaska Library Association and Museums Alaska/Alaska Historical Society and are encouraged to participate in their activities. Additionally, the following progressive development path is offered to the Library Museum Curator of Collections and Exhibits:

After a minimum of working two years in this position and upon providing documentation of satisfactory completion of two of the following, the employee will advance to the next range.

- Complete three (3) post-secondary credits in library and museum service, or related skills curriculum.
- Participate in two intensive workshops offered by a professional organization to develop a relevant library or museum skill.
- Deliver an independent presentation at a professional library or museum conference.
- Attain library or museum certification relevant to position.

Any training intended for professional development credit must be approved in advance by library director prior to completing by the employee. Once the employee reaches Range 15, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence.

If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular one step increase.

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Language Skills:

Ability to read and interpret basic written instructions including memos, operating instructions, and safety rules. Ability to write routine correspondence. Ability to communicate effectively with coworkers and small groups of library users.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and to interpret a variety of instructions presented in written, oral, diagram, or schedule form.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; walk; reach with hands or arms; use hands to finger, handle and feel objects, tools or controls; and to talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.