Job Description

Job Title:	Museum Curator	Classification:	Classified
Department:	Parks and Recreation	Grade:	320
Occupational Group:	Museum	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; manages the operation and staff of the Joplin Museum. Responsible for the financial management, identifying funding opportunities, promotions, marketing, programming, displays, exhibits, gift shop, security integrity, documentation of artifacts and collections, and rental of the property for public use.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

Operations

1. Develops and implements policies and procedures for expenditures, cash handling, and collection of revenues. Responsible for ensuring financial and accounting procedures comply with City policies and guidelines and are within budgetary constraints.
2. Serves as liaison to the Museum Advisory Board and the Joplin Historical Society. Attends monthly and special Board meetings. Presents written and oral reports to the Board as requested.
3. Creates, implements, and annually reviews the museum's collection policy and scope of the collection to ensure procedures are followed. Research availability, cost, booking and relevance of currently available traveling exhibits. Identify possible funding sources of viable exhibits.
4. Creates, utilizes, records, and oversees gift transfers, donations, loans, and loan documentation for the Museum.
5. Researches, designs, builds, and implements new, in-house, museum exhibits.
6. Implements and updates digital collection’s catalog, including verification, appraisal, and reentry of lost data.
7. Evaluates, updates, or repairs museum technology regularly. Trains staff on computer usage and specialty programs as needed.
8. Maintains financial records related to income from programming, events, and rentals.
9. Monitors and maintains physical environment, security, and operational condition of exhibits, collections, and museum facilities. Coordinates with Parks management to resolve and respond to routine maintenance requests.
10. Pursues alternative funding sources for the museum through grants, donations, endowments, rental, programming, and partnerships.
11. Prepares, designs, and implements museum public marketing materials, press releases, public relations notices, special events, promotional, and direct marketing materials. Develops, maintains, and updates museum social media presence.
12. Oversees, negotiates, and maintains accurate records of museum contracts, records, and procurement activities for the museum and gift shop.
13. Provides information on local history, minerals, and mining for public inquiry.

14. Creates and provides education content and programming for on and off-site tours, school groups, and interested organizations.
15. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
16. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
17. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
18. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
19. Develops and manages the Museum's annual budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Prepares requisitions; maintains office equipment, office space, and museum archival supplies.
- Schedules staff and volunteers; provides coverage during periods of absence or peak demand as needed.
- Responds professionally to questions, suggestions, or disputes with the public, staff, volunteers, and City Officials. Represents and promotes the Museum at public events and meetings.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Museum management theory; collections management, preventative conservation, fundraising principles and techniques; public relations; exhibition design and installation; museum publications research, design, and layout; management and supervisory principles and techniques; Microsoft Office Suite.

Skill in: Independent judgment; prepare and present clear and comprehensive written reports; demonstrate creative leadership skills dealing with museum volunteer groups; effectively supervise and develop department personnel; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively, both verbally and in writing; computer applications such as Microsoft Office, Adobe, and collections management software; grant writing; carpentry; interacting positively with a diverse population; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Museum Studies, Museum Science, or a history or geology discipline directly related to the Museum; Master's degree in Museum Science preferred.

Experience: Four years of museum collection management experience required which includes two years of museum management or supervision.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

Employees work in an office environment with limited noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	