

**HYRUM CITY**  
**POSITION DESCRIPTION**  
**(NON-EXEMPT)**

**POSITION TITLE:** Museum Curator  
**HOURS:** 12 hours per week  
**WAGE:** \$10.00 per hour

**DATE OF REVIEW:** 07/08/16  
**APPROVED BY** \_\_\_\_\_  
**DEPARTMENT/BRANCH:** Museum

**REPORTING RELATIONSHIPS:**

**POSITION REPORTS TO:**  
Museum Director

**POSITION DIRECTLY SUPERVISES:**  
Museum Docents and Interns

**POSITION PURPOSE:**

Manages and cares for the museum's collections, attends to visitor needs, maintains the museum's online presence, and assists with exhibit development, educational programming, and other special projects.

**NATURE AND SCOPE:**

This position requires experience with museum practices including collections care and management, exhibit curation, and education. Applicants must possess excellent organizational, research, writing, multi-tasking, and hospitality skills. Excellent attention to detail, punctuality, and computer skills are also critical. Basic reception skills including answering the phone and greeting and assisting visitors are essential. Work hours are flexible and will be performed during museum operating hours, which are Tuesday, Wednesday, Thursday, and Saturday (applicants will work approximately two Saturdays per month).

**ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

1. Facilitate Positive Visitor Experience by Engaging with the Public and Leading Tours
2. Collections Management
  - a. Cares for Museum Collections
  - b. Artifact Maintenance and Damage Prevention
  - c. Accessioning/Deaccessioning Artifacts
  - d. Managing Artifact Storage
  - e. Performing Artifact Research
3. Online Marketing
  - a. Maintain Museum Website
  - b. Update Social Media Accounts Weekly (Facebook/Instagram/Snapchat/Twitter)
4. Manage Docents, Interns, and other Volunteers
5. Develop, Manage, and Facilitate Special Projects
6. Assist Director
  - a. Exhibit Curation and Development
  - b. Educational Programming
  - c. Grant-Writing and Fundraising
  - d. School Outreach

**MINIMUM QUALIFICATIONS:**

1. Public History experience (museum, archives, library, research, editing, etc.)
2. Knowledge of local history
3. Excellent communication skills including writing, speaking, and public relations experience
4. Proficient computer skills
5. Experience working on websites and managing other online media
6. Strong organizational skills and time management ability
7. Able to complete projects and other work with minimal supervision
8. Works well with others and is good with children

**DESIRED QUALIFICATIONS:**

1. Spanish language skills
2. Degree or Certificate in History, Museum Studies, Art History, Anthropology, Religious Studies, etc.

This position is funded in part through grants. While it is the intention of the museum director to continue to secure funding and it is very likely to be funded each fiscal year, the position is not absolutely guaranteed beyond July 2017.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_