

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION, TO:
employment@spaldingcounty.com or 119 E. Solomon St, Room 110
CLOSING DATE: JULY 15, 2021

Job Title: History Center Curator (Position #2536)
Salary: Pay Grade 15; Hiring Salary \$38,960 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am- 5:00 pm; M-F; Overtime as needed.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: B.A. or B.S. Degree in History, Museum Studies, Education, or a related field is required, or equivalent combination of education and experience. Two to three years' experience working as a manager in a museum setting is preferred. Must possess a valid Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Responsible for the operation of the History Center including volunteer management, collections care, exhibit procurement, marketing and tour promotion, guest experiences, and special events. This is a full-time position with a normal workweek of 40 hours. Reports to the Leisure Services Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a computer, scanner, copier and telephone. Must be able to operate a moto vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to forty pounds. Must be able to lift and turn carrying twenty-five points at least ten feet and place this load on shelves at chest height. Must be able to climb a six foot ladder on a regular basis.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Manages History Center operations, exhibits and artifact collections.

Develops collections policy within current professional museum standards.

Ensures exhibit's physical environments meet museum standards. Maintains a secure physical environment in the building and grounds for the collection, staff, volunteers and public.

Directs the planning, design, construction, and installation of exhibits.

Develops guest services and policies.

Works with contractors and consultants to identify, bid, coordinate, and complete projects which cannot be done in-house.

Monitors collection conservation needs and recommends necessary action.

Advises on professional History Center standards, policies, ethics, current issues, and legislation which may concern collection care.

Prepares the annual museum budget, tracks History Center revenues and expenses, and completes all necessary financial paperwork.

Works to develop non-tax revenue sources for the History Center, including membership, donations, sponsorship, and fees.

Prepares monthly, periodic, special, and annual reports.

Recruits, trains, directs, and coordinates volunteers for tours, work duties, and special projects.

Manages facility marketing and promotion to attract tours and guest visits.

Creates, plans, and directs History Center special events and manages guest services.

Participates in professional organizations to increase knowledge of museum and history center standards, and to keep abreast of current issues and developments relating to exhibits, education, and collection management.

Acts as a liaison to other organizations (historical, education, community), attending meetings and participating in projects when necessary.

Develops Intern program within industry standards. Manages Interns and volunteers, including hiring, orientation, training, evaluation, and dismissals.

Speaks before local clubs and organizations as requested. Candidate must possess public speaking skills.

Develops partnerships of support for programming and special events.

Manages History Center Advisory Committee business meetings and correspondence.

Secures additional museum funding through writing grants offered by state, federal, and local sources.

Makes recommendations and works to ensure that the facility programming is in compliance with all ADA guidelines for registration, programs and facilities.

Promotes safety in the workplace.

Utilizes Microsoft Office Suite and, web-based programs for work orders, program registrations, Point of Sale, museum collections management, Time and attendance, etc.

Attain (within six (6) months of employment) a valid Adult CPR/AED certification.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

June 24, 2021

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