

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, Human Resources Office

CLOSING DATE: Position will remain open until filled

Job Title: Museum Curator (Position #2536)
Salary: Pay Grade 15; Hiring Salary \$42,078.40 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 Our Legacy Museum 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 Director.

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.

Collections & Interpretation

Manages the museum's object and oral history collections.

Executes the collection policy and keeps the document up to date with current industry standards.

Monitors collection conservation needs and recommends necessary action.

Advises on industry standards, ethics, and legislation that may concern collection care.

Collects, transcribes, and digitizes oral histories for research and preservation purposes.

Conducts extensive historical research via online databases, genealogical research, and oral histories.

Directs the design, fabrication, and installation of ADA compliant rotating and permanent exhibits.

Ensures the exhibit's physical environments meet standards for collection preservation.

Oversees the cleaning and pest management of the collection both in storage and on display.

Creates a varied slate of educational and informative programs that foster engagement for learners of all ages and backgrounds.

Builds and offers educational programs that meet the Georgia Standards of Excellence for 5th and 8th grade students.

Develops partnerships within the Griffin-Spalding community to collaborate on programs and special events.

Ensures that all programs and special events follow ADA guidelines.

Administrative & Operational

Manages the museum's Steering Committee business meetings and correspondence.

Prepares the museum's annual budget, tracks revenues and expenditures, and completes all necessary financial paperwork.

Works to develop non-tax revenue sources for the museum, such as memberships, donations, sponsorships, and fees.

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

Prepares financial reports as requested for departmental records as well as Spalding County Board of Commissioners or the Spalding County Parks and Leisure Advisory Commission.

Develops a guest services policy and enforces best practices for a positive visitor experience.

Oversees all aspects of volunteers, which includes recruiting, training, and coordinating them to lead tours, perform duties, and aid in special projects.

Develops and implements an intern program in partnership with local schools and universities that meet industry standards.

Supervises staff, interns, and volunteers, and performs the hiring, orientation, training, evaluation, and dismissal of everyone as needed.

Promotes safety in the workplace and attains (within six (6) months of employment) a valid Adult CPR/AED certification.

Maintains a secure physical environment in the building and grounds for the collection, staff, interns, volunteers, and the public.

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

Manages museum marketing through website updates, social media posts, and flyers to attract tours and visitors.

Participates in professional organizations to increase knowledge of industry 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, etc.) by attending meetings and participating in projects when necessary.

Engages with and presents for local civic clubs and organizations as requested, utilizing public speaking skills.

Utilizes Microsoft Office Suite and other web-based programs for work orders, program registrations, point-of-sale, museum collections management, time and attendance, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.