Official Title: Curator/Exhibits & Public Programming  
Salary Group: 10  
Job Code: 3251

Summary
Function: Responsible for research, evaluation, design and production of exhibits, and public programs as well as assisting with the museum’s daily public service operation.

Scope: Scope includes interaction and cooperation with the Collection Manager, research and program development.

Duties
Exhibits – responsible for the permanent exhibits in the museum, and the production of at least one map-based exhibit per year.
Cartographic Collections – responsible for the maintenance, accessioning, cataloguing, preservation, and interpretation of the Yana and Marty Davis Map Collection; responsible for organizing the map room, scheduling time for researchers, and maintaining a list of visitors; promotes the importance and relevance of historical maps and an understanding of the museums' map resources.
Historical Research – responsible for utilizing a wide range of research materials and physical artifacts to study the history of the Big Bend region, directed towards the production of interpretive exhibits and public programs that meet and sustain the Mission of the museum.
Museum Security – responsible for building security, emergency procedures, and security training of staff and docents; primary contact point concerning problems or questions with museum partition security system, Continnum Cyberstation operation, and digital security camera system.
Museum Operations – responsible for coordinating and conducting group tours of the museum, providing the docents with material and information so they can answer questions concerning the exhibits, representing the museum in public talks and programs, producing educational and interpretive materials, assisting with museum reports and grant applications, maintaining a working relationship with regional museums on both sides of the Texas-Northern Mexico border, and maintaining the museum operations in the absence of the director.
  Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: Reports to Director of Museum.

Given: Supervises student assistants and volunteers.

Education
Required: Bachelor's degree in museum science, art, history or related field.

Preferred: Master's degree in museum studies, art, history or related field.

Experience
Required: Experience handling and curation of historical materials, historical and material culture research, good communication and writing skills.

Preferred: One year museum or relevant work experience.

Equipment/Skills
Required: Good communication and writing skills. Ability to work with people in diverse situations. Good working knowledge of windows based computer programs.
Preferred: Knowledge of Big Bend and Borderlands regional history; fluent in Spanish.

**Working Conditions**
Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special: Must be able to handle movement and storage of collection materials.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Director.

Date revised: June, 2009