Sul Ross State University  
Position Description

Official Title: Curator/Collections Management  
Salary Group: 10  
Job Code: 3251

Summary
Function: Responsible for evaluation, care, and curation of museum collections, and assisting with the museum's daily public service operation.

Scope: Scope includes collection management according to established procedures, research for museum products, and exhibit support for the Museum of the Big Bend.

Duties
Collection Management - responsible for the permanent collection including care, evaluation, use and accessibility of the artifacts in the collection; responsible for the care and maintenance of objects that are placed, but not accessioned, in the collection storage area that belong to the State of Texas; responsible for generating and maintaining all documents pertaining to the collection as well as producing documents for in-coming and out-going loans; has the discretion to place materials in a Study Collection that is available for the Education Curator; maintains, updates and duplicates the Accession Log; maintains and updates the collection management program, IO.

Exhibits - responsible for the care of artifacts on display in the permanent exhibits; care includes scheduled cleaning of artifacts and monitoring for suspected insect activity; responsible for receiving, documenting, displaying and shipping articles received for the museum’s annual fundraising event, Trappings of Texas. The Collection Manager maintains up to date files of artists and gear makers who participate in this event and acts as a liaison between the exhibitors and the museum staff; may also produce small, temporary exhibits when needed using materials available in the collection.

Museum Operations - when needed, the Collection Manager can be responsible for opening and closing museum and museum gift shop, supervising volunteers and student workers and can act in the absence of the Director; can conduct guided tours, do research and provide educational materials for docents and visitors; can represent the museum in public talks and programs, produce interpretive materials, assist with museum reports and grant applications and maintains a working relationship with Sul Ross State University’s Archeology department, Center for Big Bend Studies and the Archives of the Big Bend at the Brian Wildenthal Memorial Library. 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, knowledge of Big Bend regional history.
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 regional history.

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