

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CURATOR

Reports To: Designated Supervisor

UW Job Code: 3867

UW Job Family: 3D - Media/Communication/Art

SOC Code: 25-4012

FLSA: Exempt

Pay Grade: 22

Date: 12-19-96 (revised 7-1-02; 10-7-03; 7-1-04; 7-1-06)

JOB PURPOSE:

Curate museum collections; design programs for in-house and traveling museum exhibits; promote and market museum programs; design and conduct tour programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule exhibits; produce publicity materials; maintain exhibits; organize or present lectures, workshops and symposia.
- Plan, implement, and supervise outreach exhibits and programs; may transport collections, install exhibits and present programs to school children and the public.
- Develop and administer special programs for area school children and the public.
- Curate and install educational exhibits; consult on the educational content of exhibits.
- Oversee the cataloging, maintenance, preservation and storage of collection items.
- Conduct research on current related museum issues.
- Write and implement grants for program funding.
- Develop budget recommendations and administer designated budget.

SUPPLEMENTAL FUNCTIONS:

- Assist in museum open houses and receptions.
- Provide information on area of expertise to University and outside agents.

COMPETENCIES:

- Strategic Planning
- Formal Presentation Skills
- Technical/Professional Knowledge
- Innovation
- Work Tempo

- Motivational Fit

MINIMUM QUALIFICATIONS:

Education: **Master's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Museum collections and processing procedures.
- Conservation and preservation techniques and procedures.
- Research principles, protocols, techniques and practices.
- Scheduling methods, techniques and practices.
- Communication concepts, theories, methods and procedures.
- Descriptive and exhibition writing methods for detailing museum collections.
- Procurement rules and regulations.
- Applicable University, state and federal law, regulations, policies and procedures.
- Planning, project and time management concepts, theories, methods and practices.
- Budget planning and expenditure monitoring techniques, methods and practices.
- Marketing theories, concepts, methods and practices.
- Museum collection storage methods, protocol, and practices.

Skills and Abilities to:

- Research materials, write, prepare, and schedule museum exhibitions.
- Write descriptive exhibition detail about museum collections.
- Write marketing and publicity materials for exhibits.
- Consult with other experts regarding museum exhibition information.
- Prepare strategic plans for museum collections.
- Write and administer grants, budget funding, or donor gifts.
- Provide effective communication and interpersonal skills.
- Orchestrate programs for in-house and traveling museum exhibits.
- Oversee the cataloging, maintenance, preservation and storage of collection items.
- Move 50 to 100 pounds approximately one-third of the time.

WORKING CONDITIONS:

Museum and office environment; occasionally exposed to confined spaces or heights; routinely subjected to chemicals, vapors, fumes and dust; may work with mechanical or electrical equipment (saws, drills, hammer, screwdriver, basic lighting setups, etc.) for creation/maintenance of exhibits.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.