

Sam Houston State University Human Resources

Staff Classification Description – Museum Curator I

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N530 (N1)
Grade: 12
Date: 08/2016

Department: Sam Houston Memorial Museum

Educational & Experience Requirement: Bachelor's degree in History, Art, Art History, Education, Museum Studies, or related field. At least three (3) years of related education experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Implements curatorial and educational staff ideas for the Sam Houston Memorial Museum.

Supervision Given & Received: Works under minimum supervision and may supervise museum technicians, student assistants, docents, and interns. The position reports to the Museum Director.

Primary Responsibilities: Provides leadership in the development, administration, and evaluation of museum programs. Recruits, trains, and supervises volunteers and docents. Develops collaborative programming initiatives with other institutions and community-based organizations. Uses a variety of media and techniques such as special exhibits, printed training materials, self-guides, demonstrations, and classes. Arranges tours, audio-visual presentations, lectures, workshops, and special events. Prepares press releases. Performs other related duties as assigned.

Other Specifications: A portfolio with examples of prior work is required. Excellent communication and interpersonal skills required. Interacts with schools, city and county agencies, libraries, museums, tourism agencies, tour groups, and the general public. Experience with computers, especially computer graphics and website design is preferred. Manages budgets for the Museum. Must have hands-on experience in the safe operation of all required tools and equipment, and knowledge of safe shop practices and procedures. Knowledge of photography and related resources is preferred. Must be able to work a flexible schedule which includes evenings, weekends and holidays as needed.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.