

Sam Houston State University Human Resources

Staff Classification Description – Museum Curator II

Skill Category: Professional
Position (Employee) Class: 3N683 (E1)
Grade: 13
Date: 08/2016

Department: Sam Houston Memorial Museum

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

Nature & Purpose of Position: Plans and implements the organization, care, storage, and retrieval of the Museum's object, artifact, archival, and library collections, and serves as editor of Museum publications.

Supervision Given & Received: Works under minimum supervision and may supervises museum assistants, student assistants, docents, and interns.

Primary Responsibilities: Maintains physical and intellectual control over all museum collections. Recommends acquisitions, manages accession process, recommends de-accessions, supervises compilation of cataloging information, and maintains thorough knowledge of collections. Oversees implementation of computerized and digital collections management system. Creates and maintains records of all objects that enter or leave the Museum. Inventories and catalogs archival and manuscript collections. Supervises maintenance and cleaning of historic structures and conservation and preservation of collections. Works in close cooperation with other professional staff to accomplish Museum planning and development. Seeks external funding for projects related to the Museum. Performs other related duties as assigned.

Other Specifications: Requires excellent written and oral communication skills, attention to detail and accuracy, ability to interface professionally with Sam Houston State University and other such institutes, public governmental and research communities, and the ability to manage projects and supervise students. Background in descriptive standards/practices for a variety of materials and extensive familiarity in all aspects of database functions, specifically dBase III/IV, Visual Basic programming and Windows. Network and computer setup/installation knowledge helpful. Manages budgets. Historic clothing or costumes are a feature of Museum interpretation. Must be able to work a flexible schedule which would include 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.