

## Sierra County Historical Society

### Assistant Curator/Museum Director Kentucky Mine Park and Museum

#### DEFINITION

The assistant museum curator/director is employed by Sierra County Historical Society and works directly under the supervision of the Kentucky Mine curator. The position requires the performance of a variety of tasks in the operation of the museum/park facility including working with the public, guiding park tours, and maintaining the museum.

#### DISTINGUISHING CHARACTERISTICS

In the absence of the curator, this person has ultimate responsibility over all employees and volunteers, subject only to direction by the board or board committees. The assistant curator/director tasks are defined through orientation and on-the-job training, oral or written instructions, established procedures, and accepted work practices. Performance will be reviewed for technical adequacy and conformance to SCHS policies and procedures.

#### EXAMPLES OF DUTIES

- ADMINISTRATIVE DUTIES

Assists curator in maintaining liaison with SCHS Board of Directors and with appropriate Sierra County departments.

Helps coordinate the research, printing and distribution of the SCHS publication, *The Sierran*.

- ASSISTANT MUSEUM DIRECTOR/CURATOR DUTIES

Conducts park tours or directs other guides/volunteers as per the schedule set by the board.

Maintains positive public relations with visitors and the community.

Assists the curator in maintaining a liaison between local and state historical organizations.

Assists the curator in operating the museum per the daily schedule set by the board and in ensuring that the gift shop is stocked, staffed, and functioning.

Helps with the caretaking of all museum artifacts. This includes acquisition, cataloging, accessioning, exhibiting, and storage.

Helps maintain daily museum financial records.

In the absence of the curator, establishes work goals and schedules for other employees and volunteers.

Assists with docent training and updating the docent manual as needed.

In the absence of the curator, arranges off-season and group tours.

Performs clerical duties such as data entry, filing, answering phones, labeling exhibits, and dealing with correspondence.

## **DESIRABLE QUALIFICATIONS**

Ability to act in a courteous and professional manner at all times.

Capacity to work well with general public, board of directors, fellow employees, and volunteers.

Adaptability to a wide range of work conditions, duties, and goals.

Possesses computer skills: is competent with spreadsheets, email, photocopying, scanning, video and audio recording and transcription.

## **EDUCATIONAL REQUIREMENTS**

Must be a high school graduate or possess a GED certificate. College level is coursework desired, particularly in history, museology, archaeology, geology, anthropology, literature, or art history. Also desirable are an understanding of local history and experience working in a park or museum.

## PHYSICAL REQUIREMENTS

Must be able to tolerate the following in a workday: Stand approximately 35%, sit approximately 10 %, walk approximately 55% of the time. Must also be able to lift 20-40 lbs. as necessary, bend and reach overhead, walk up and downhill, and climb up and down steep staircases.

Hearing: must be adequate to hear and understand conversations in both quiet and noisy environments, both in person and over the telephone.

Vision: must be adequate to read written text and computer monitors.

Dexterity and Coordination: arm strength and range of motion that is sufficient to write, lift office supplies, reach and stretch. Finger dexterity and arm-hand steadiness adequate to operate a computer or telephone.

Flexibility: necessary to perform such tasks as reaching file drawers, carrying supplies and equipment, kneeling to access objects located at ground level, operating a computer, climbing over the 3" railing to demonstrate mill operation.

Revised 1-22-2018