CURATOR
(History Emphasis)

POSITION SUMMARY

This position will oversee the exhibits and collections at a regional history museum. Will work closely with the department to research, develop and implement the museum's curatorial program. Will undertake scholarly research in order to propose and recommend exhibition projects and publications aligned with the artistic vision of the Museum Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will maintain and update current exhibits as well as develop new permanent and temporary (seasonal) exhibits to further public awareness of regional history.
- Will be responsible for designing, researching, and writing exhibit text, selection of artifacts for new exhibits (which may require loans from regional partners), and oversight of construction and assembly of exhibits.
- Will be responsible for managing day-to-day activities of History Division staff and volunteers.
- Will establish, foster and maintain contacts with artists, collectors, donors, sponsors, galleries, universities, as well as various organizations in the development of museum's exhibition program.
- Will manage the museum's collection of historic artifacts and and archival materials according to professional standards.
- Will be expected to develop and deliver educational outreach programs for the community, with particular focus on school groups, as well as functioning as a tour guide for the museum when needed.
- Will handle public inquiries and offer basic information on local and regional history resources and preservation techniques for historic materials.
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- Will work with local and state partners to develop strong working relationships that further the museum's mission to showcase the history of the region.
- Assists with preparing and monitoring exhibition budgets and expenses.
- Supervises history division staff and volunteers.
- Assists with training of other staff members in their support of the history division.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities:

- Comfortable with public speaking;
- Demonstrated experience with educational outreach;
- General knowledge of United States history and North Dakota history, especially southwestern North Dakota;
- Demonstrated experience in museum exhibit design;

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- Knowledge of proper museum curation methods and practices for the care of history museum collections including 3-dimensional and 2-dimensional materials;
- Ability to support fundraising initiatives, and be committed to working in the public realm;
- Possesses strong computer skills, including MS Office and collections management software;
- Ability to express ideas and concepts effectively, orally and in writing (in English);
- Ability to work flexible hours as needed to oversee programs and exhibitions.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in history, public history, museum studies or other relevant field. Master's Degree preferred.
- Requires one to three years of experience working with museum collections and/or history education outreach;
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects may be required.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification: Grade 15 (G-15)
FLSA: Non-Exempt
Created and updated to new format: 3/26/14; 5/13/16; 3/22/21
Approved by CSC: 3/28/14; 5/31/16
Updated: 11/6/23 updated and changed title, 12/21/23 changed grade level per commission approval of wage study and 2024 budget , by Director Fuhrman & HR Nameniuk**.** Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.