

South Jordan City

Job Description

Title: Museum Curator
Org: 100240
Pay Grade: 13

Effective Date: 11/7/19
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Plan, market, implement and evaluate programs and events for the Gale Center of History & Culture. Programs may include areas such as art, culture/history, community education, leisure, special events, and camps. Recruit and train volunteer docents to work in the museum and assist patrons. Assist with portions of planning and executing South Jordan City's Summerfest and other City planned events.

SUPERVISOR

Associate Director of Recreation

POSITION(S) SUPERVISED

Volunteers

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Serve on various councils or committees as assigned

Manage the day-to-day operations of the Gale Center of History & Culture by scheduling the facility and coordinating volunteers.

Recommend, establish, and maintain museum policies as they pertain to the Gale Center of History & Culture's mission, explain city policies and procedures, and provide guidance to volunteers and patrons.

Care for and exhibit the Museum's collections in an attractive and educational manner that will appeal to many different demographics.

Develop and organize new collections and exhibitions to expand and improve the patron experience and add value to the current collection.

Maintain records and catalogue museum artifacts and inventory.

Ensure that current collections are properly preserved.

Plan and schedule annual calendar of programs and educational opportunities.

Research, identify, and apply for new government, corporate, foundations, and private funding prospects.

Coordinate with volunteers and residents on a variety of projects or initiatives as assigned

Coordinate with Human Resources for the recruitment, screening, placement, and evaluation of volunteers. Prepare and circulate job descriptions for volunteer programs to be filled.

Plan, market, implement and evaluate museum attendance and Gale Center of History & Culture programs.

Implement programs within approved budget guidelines.

Manage community program registration, participation and completion using available software and online programs.

Maintain minimum participation attendance as agreed upon with supervisor.

Professionally administer and monitor community programs.

Attend to patron and participant needs and concerns assuring professional programming.

Assist and participate in the South Jordan Summerfest planning and execution of the event. May be assigned multiple responsibilities with regards to the event.

As needed, assist with various recreation programs, events, or other programs within the City.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or G.E.D.;

AND

B. Two (2) years of experience in various fields including but not limited to museums, history, anthropology, parks and recreation, communications, public relations.

OR

A. Bachelor's Degree from a regionally accredited college or university with major course work in museum studies, history, anthropology, parks and recreation, communications, public relations or related field.

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the museum and community service program, common recreational and social needs of various age groups, principles and procedures for implementing and directing museum and community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others. Knowledge and experience in museum coordination, recording history, community programs, etc.

Skill in working with diverse groups, individuals, youth, and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate a community service or recreation programs suited to the needs of the community; plan, organize, coordinate and implement a community services program; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section policies and procedures; communicate effectively orally and in writing; train and evaluate contract and temporary personnel; prepare detailed reports and other written material; provide office support, answer phones, and interact with the public.

4. Working Conditions:

Incumbent of the position performs in an indoor or outdoor environment depending on the project. Non-traditional working hours may be required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Para-Prof
Location:	Community Services Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1270