



MUSEUM OF SOUTH TEXAS HISTORY
Job Description – Curator of Exhibits

JOB TITLE: Curator of Exhibits	CLASSIFICATION: Exempt	JOB NUMBER: CE-01	
DEPARTMENT:	REPORTS TO: Barbara Stokes	REPORTS TO TITLE: Senior Curator	
LOCATION: Museum of South Texas History	SUPERVISES: None	WORK HOURS: Full Time	
BASE SALARY:	PERFORMANCE REVIEWS: Annual	VACATION: 12 days per year	
WRITTEN BY: Barbara Stokes	DATE WRITTEN: 1-29-08	APPROVED BY: Shan Rankin	

Purpose:

The Curator of Exhibits is responsible for the visual presentation and interpretation of the borderland heritage of South Texas and Northeastern Mexico through objects, documents, photographs, and audiovisual and interactive media. This position will expand upon the museum's demonstrated high standards and innovation in planning, design, fabrication and management of the Museum's permanent and changing exhibits.

Responsibilities:

- Exhibit planning and design
 - Conducts research and prepares concept scripts, conceptual designs and detail designs, incorporating all media necessary to interpret an exhibit's key messages.
 - Plans and designs or supervises the planning and design of all museum exhibits in cooperation with the Senior Curator and Registrar, incorporating the museum's collections as much as possible. Will also interface with the museum's Senior Historian and the Collections and Exhibits Committee.
 - Administers contracts, schedules and budgets.
 - Produces exhibit text labels, and manages their translation into Spanish as needed in bilingual presentations.
 - Maintains current knowledge of the latest developments in exhibit design concepts, techniques, technology, innovations, etc.
 - Prepares sketches, models, detailed working drawings, and specifications, as required.
 - Manages all aspects of the changing exhibition schedule to ensure downtime between exhibits is managed to avoid a negative impact on the visitor and educational experience.
 - Updates displays and interpretive materials and plans for renovation or upgrade of gallery interiors, equipment and furniture, as needed.
 - Work with the Registrar and Senior Curator to plan future acquisitions and loans to the collection. Cultivates collaboration/networking with regional resources that have objects and materials available to loan or donate to the museum's exhibitions.
 - Demonstrates knowledge of historic preservation as related to the placement of exhibits in history properties.

General Staff Duties:

- Carry out duties as needed or assigned during annual fundraising events, large-scale public programs, and special events
- Act as manager on duty as assigned on weekend rotation duty

Knowledge, skills, and abilities required:

- Demonstrates strong written and verbal communications skills.
- Bachelor's degree required, master's degree preferred, in museum studies, history or related fields. Proven, successful experience would substitute for graduate degree.
- Demonstrates strong research skills
- Demonstrates an ability to organize, present, and communicate messages effectively through design
- Demonstrates an ability to deal effectively with deadlines and multi-tasking.
- Three or more years of experience in exhibition design and management, preferably for a museum or non-profit organization.
- Knowledge of Auto CAD or other design software is preferred
- Knowledgeable of and experience in using the latest technological trends in interpretation, security, lighting and sound effects
- Demonstrates ability to work in a team
- Bilingual (Spanish and English) is preferred.

I have reviewed and determined that this job description accurately reflects the position. I understand that my annual review will be based on but not solely limited to the performance of the above responsibilities, knowledge, skills and abilities required of this position.

Employee signature _____

Date: _____

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