



# RICE COUNTY HISTORICAL SOCIETY

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1814 NW Second Ave. ♦ Faribault, MN 55021 ♦ 507-332-2121

<b>Position Title:</b>	Curator
<b>Reports To:</b>	Executive Director
<b>Employee Category:</b>	Hourly/Part-Time (20 hours/week)
<b>Hourly Pay Range:</b>	\$16-18/Hour
<b>Benefits:</b>	See Employee Handbook

## **Supervision Received/Exercised**

The Curator receives general supervision from the RCHS Executive Director. The Curator has supervisory responsibilities over curator and exhibit volunteers and interns.

## **Job Description:**

The Curator manages the collection, exhibits, and select administrative responsibilities. The collections responsibilities include collections, donor relations and communication, registration, processing, preservation, storage, and access of items. They lead the collections committee and plays a key role in the development of the collection. Exhibit responsibilities include exhibit development and creation and working with exhibits volunteers. They assist with identifying and applying for appropriate grants that will offset RCHS expenses and improve collections and exhibits. They have strong research and written communication skills as well as the ability to multitask and work with a team.

On occasion, they will attend events and programs after-hours and assist with set up and take down of these events. They will perform other duties as assigned. Core hours are to be worked Monday through Friday during museum hours, with a flexible work schedule as needed including occasional weekend and evening hours. They will also be expected to work up to 40 hours during the week of the annual Rice County Fair.

## **Specific Curator Duties and Responsibilities:**

### **Collections Management**

- Manage donations to the collection including donor relations, correspondence, and initial appraisal; recommend items for deaccession; manage incoming and outgoing loans; manage all collections related documentation following RCHS retention policies and procedures
- Submit all deaccession recommendations to the Executive Director for approval before they are brought to the Collections Committee
- Facilitate Collections Committee including scheduling and communicating with members
- Support experienced collections volunteers as needed. Train and manage new volunteers and interns in cooperation with the Executive Director
- Oversee cataloging including PastPerfect software management
- Maintain lexicon in PastPerfect, noting changes in "Nomenclature 4.0"
- Oversee storage of collection including artifact housing and storage facility
- Produce the "Recent Accessions" list for the quarterly newsletter
- Generate appropriate finding aids and/or lists of collections, photos, and archives (when time allows)

- Maintain and order collections supplies – seeking approval from the Executive Director before final purchase

**Exhibits**

- Facilitate Exhibits Committee including communicating with members regarding upcoming meetings and events
- Develop and create exhibits within the museum’s main gallery and Faribault House including planning, design, writing, mount making, and installation
- Assist volunteers as needed with exhibits in outbuildings, Carlander Room, government center, etc.
- Maintain and order exhibit supplies – seeking approval from the Executive Director before final purchase

**Grant/ Legacy Projects**

- Assist with grant research, writing, and management of projects that improve the documentation, condition, or storage of the collection, research, and facilities
- Meet short- and long-term goals of each grant as assigned
- Work with the director to ensure all documentation, including timesheets and financial records, are gathered throughout the grant process
- Report on status of finished grant as needed

**IT/Technology/Website (as needed)**

- Assist with the administration of the museum’s NAS (Network-Attached Storage) system as needed
- Assist with N-RCDHC website
- Assist with computer software updates as needed
- Maintain electronic filing system as needed following RCHS Record Retention Policy and Filing Taxonomy

**General Responsibilities**

- General administrative tasks (answer phones, help visitors, run store till) as needed
- Assist with researchers (online, telephone, and in-person) as needed
- Assist with programs, exhibit openings, special events, and tours as needed
- Assist in the preparation of documents such as the newsletter and media releases as requested by the Executive Director/Board
- Help maintain all RCHS Google Calendars as needed

**Other duties as assigned**

**MINIMUM QUALIFICATIONS FOR CURATOR/ASSISTANT TO THE EXECUTIVE DIRECTOR:**

**Education and Experience**

Bachelor’s Degree in related field with a minimum of 2 years of relevant experience.

**Desirable Qualifications**

Master's Degree in related field with a minimum of 1 year of relevant work experience.

## ADDITIONAL INFORMATION:

### KNOWLEDGE AND SKILLS

*Knowledge of:* the principles and practices of collections management and exhibit development. Including but not limited to copyright law, born-digital records management, research and reference, basic graphic design, exhibit creation and installation, volunteer management, committee leadership, and pest control management.

*Skill in:* customer service to people of all ages and backgrounds, oral and written communication, multi-tasking, time management, newsletter creation, web publishing, website management, social media, grant writing, database tools (experience with PastPerfect is a plus), and Microsoft Office Suite.

### PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

**Physical demands** that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

*Continuous demands:* repetitive movements of the hands, wrists, and fingers.

*Frequent demands:* fine dexterity; standing; sitting; lifting, carrying, pushing, or pulling up to 30 lbs of force; handling of materials; using the stock lift in the Collections Storage Room.

*Occasional demands:* walking; lifting, carrying, pushing, or pulling between 10 to 50 lbs of force; climbing; balancing; stooping; kneeling; twisting; bending; and reaching.

**Sensory requirements** necessary in the performance of the essential functions of this position include: sight, hearing, and touch.

**Environmental conditions** that may exist in the performance of the essential functions of this job include: the majority of the workday is spent indoors.

**Please submit a cover letter, resume, and three reference to Dave Nichols, Executive Director, by email to [director@rchistory.org](mailto:director@rchistory.org) or by mail to 1814 2<sup>nd</sup> Ave NW, Faribault, MN 55021. Review of materials will begin on March 2; the position will remain open until filled.**