

## CULTURAL FACILITIES CURATOR

### **DEFINITION:**

The Curator serves as a management and resource person for the displays of artifacts at the Lott Home, Chinese Temple, Pioneer Museum, activities/events for the State Theater, and any other facility assigned. Is responsible for preparing, rotating, cleaning and renovating displays within the cultural facilities. Shall prepare and maintain assessment files on all artifacts. Researches all artifacts offered for donation as to their authenticity and to see that the artifacts meet the criteria for display. Prepares written recommendation as to whether an offered donation should be accepted or rejected. Acts as a tour guide, as needed, for the facilities. Is responsible for maintaining a docents program for all facilities. Represents the City in organization pertaining to historical preservation. Assists, organizes, monitors and coordinates activities for the State Theater.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Parks & Trees Director

**EXAMPLES OF ESSENTIAL FUNCTIONS:** *Essential functions may include, but are not limited to, the following:*

Oversees all of the displays of artifacts.

Uses proper techniques: cleans and repairs artifacts as needed.

Rotates and/or creates new displays.

Attends to all record keeping related to each artifact.

Maintains an inventory on all artifacts.

Conducts research on each artifact that is offered as a donation to any of the facilities and prepares a written recommendation as to acceptance or rejection of the artifact donation.

Acts as our tour guide for facilities as needed.

Assists with the training of caretaker, tour guide, ushers, ticket takers, etc., for all facilities.

Attends Service Club meetings as a speaker to promote all facilities.

Represents the City at various functions to promote all facilities.

Prepares and oversees a promotional program for all facilities.

Oversees and maintains a volunteer program of docents to assist with the maintenance  
Represents the City in organizations of artifacts and conducting of tours.

Recruits and trains new docents.

Prepares work schedules and assignments for docents.

Maintains work records of docents.

Organizes an annual recognition and awards luncheon for docents.

Submits a monthly and annual report of all curator and docents' activities.

Plans, shops, and prepares special luncheons and teas.

Assists the Technical Director/Facilities Operator and other support staff for the State  
Theater.

Coordinates and Facilitates Theater events with local agencies.

Solicits donations for City Programs (i.e. all cultural facilities for equipment,  
improvements, programming, etc.)

Performs other related duties and projects within the scope of this position.

Represents the City in organizations that pertain to historical preservation including, but  
not limited to, CAM (California Association of Museums) and Butte County Historical  
Society.

Collaborates with colleges and universities on conservator projects related to  
documents, maps and photographs.

Assists Director of Parks & Trees in developing programs for all facilities.

Represents the City in organizations that pertain to historical preservation including, but  
not limited to CAM (California Association of Museums) and Butte co

**MINIMUM QUALIFICATIONS:**

**Ability To:**

Meet and work with the public and perform public speaking.

Understand and carry out a variety of oral and written instructions independently.

Skill in use of word processor.

Perform basic mathematical calculations accurately. Including, but not limited to, addition, subtraction, multiplication, and division.

Compose correspondence independently and professionally.

Establish and maintain efficient record keeping/filing systems and prepare reports as directed.

Organize, coordinate, and prioritize activities and details and maintain an effective schedule of events.

Analyze documents, data and situations and take appropriate action regarding routine procedural matters without immediate supervision.

Operate a variety of standard office machines and equipment including, but not limited to, typewriter, calculator, copier, and computer and word processing.

Maintain the confidentiality and security of sensitive information and files.

Communicate effectively and tactfully in both oral and written forms.

Maintain effective work relationships with those contacted in the performance of required job duties.

**Knowledge of:**

Modern office methods, techniques and practices including, but not limited to: computer systems, business correspondence, receptionist, and telephone techniques.

Basic budget preparation and monitoring.

Proper use of English, grammar, punctuation, vocabulary, and spelling.

Operations, procedures, policies, requirements, and legal procedures.

**Educational:** B.A. with emphasis in Collections Management and the use of Technology in Museums;

Or

**Experience:**

A History Major with work experience or the equivalent combination of education and experience, subject to review by Director of Parks & Trees and the City Administrator.

**Additional Requirements:**

Possession of a valid and appropriate California Driver's License.

**Working Conditions:**

Work is performed both inside and outdoors. Lighting is both natural and artificial. Equipment used includes standard office equipment. Physical demands include sitting, repetitive use of hands, standing and walking. Hours and days vary, with overtime and weekends required. Position requires close contact with employees, docents, general public, outside contacts and donors.