

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #69: Curator of Exhibits

NUMBER OF VACANCIES: 1

DEPARTMENT: P.R.C.A

WORK LOCATION: Museum

HIRING RANGE: \$40,331.62 - \$47,789.87/Annual

PAY CLASS: PAT-5

DAYS WORKED: Varied

HOURS WORKED: Varied

TYPE OF POSITION: Regular, Full-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Friday, August 6, 2010

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Works under the general supervision of the Museum Director.

Responsible for the conceptual development, design, construction, installation, and maintenance of all permanent, temporary, and traveling exhibits for the museum system including in a general history, art, and cultural museum as well as a children's museum, nature center, living history farm and orchard, and historic houses.

Performs a variety of curatorial museum services in regards to exhibitions including: research, writing, exhibition, and interpretation.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Responsible for, and must have good working knowledge of, object conservation/preservation techniques in regards to exhibitions (i.e. mount making, conservation materials selection, etc.).

Oversees the development and design of all museum exhibitions with concentrations in Native American culture, early pioneer settlement, trading post era and oil and gas discovery and boom periods.

Researches collections, original source material, and publications to develop and write exhibit labels and other interpretive signage/publicity.

Develops exhibit concepts, context and design as necessary utilizing the most up-to-date technology, materials, and equipment possible including but not limited to: touch screen computer interactives, video/projection, audio repeaters, lighting, etc.

Fabricates or oversees fabrication work with outside designers, as assigned to insure quality exhibitions; coordinates with other city entities including: building & maintenance, purchasing, parks and recreation, for fabrication, transportation, exhibit installation assistance, etc.

Leads exhibit committee(s) composed of staff, foundation members, visitors and citizens to develop long-range planning for exhibits, content and concepts for the museum system.

Works with Museum Director to establish exhibit schedule, direction, and priorities including in-house, traveling, permanent and temporary exhibits.

Assists with and designs all visual aspects in the museum system including but not limited to: exhibits, brochures, catalogues, riverine interpretive signage, directional/informational signage, store merchandise, displays, marketing/advertising displays, visitor information booth, etc.

Assists in the training of staff and volunteers working in exhibit areas and in the museum production/graphics shop.

Maintains a complete inventory of all division tools, exhibits, supplies, and equipment; oversees exhibit shop and maintains exhibit casework and furniture.

Serves as part of the Museum System upper management staff and may be called upon to oversee other Museum System functions.

Works as an administrative staff member to assist with various museum/city wide special events such as Riverfest, Freedom Days, Totah Festival, etc.

Assists with the development of grant proposals and other revenue generating projects.

Assists in all areas of museum operations at any of the museum facilities and in outside special events, openings, programs, and receptions, etc.

In the absence of the Museum Director, will serve as Acting Director.

Responsible for day-to-day curatorial operations in regard to exhibits.

Responsible for maintaining exhibits budget and communicates with purchasing staff in obtaining quotes and/or bids for materials and services needed to complete assigned projects.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Valid driver's license with acceptable driving record for the past three years or state of current residency.

Masters Degree in Museum Studies, History, American Studies, Material Culture or a related field and two years experience in a History related museum; or Bachelor's degree with five years experience in a History related museum.

Extensive knowledge of museum exhibition practices required in regard to drafting practices, project management skills, and exhibit fabrication standards and resources. Ability to identify and resolve mechanical, electrical, structural, and plumbing problems either on their own or in coordination with the city's building and maintenance department. Must possess an understanding of the application of the American's with Disabilities Act toward exhibit design and development. Ability to transfer ideas/concepts into blueprints, conceptual drawings, mock ups, and models.

Extensive research experience required.

Knowledge of exhibit design/development and interpretive technologies preferred.

History experience required; Natural History, Art and Science experience preferred, but not required.

Knowledge and experience in Living History preferred.

Considerable knowledge of professional museum principles and practices.

Knowledge of Embark collections database systems preferred.

Working knowledge of equipment and facilities required in a comprehensive museum setting.

Experience in grant research and writing preferred.

Must be flexible, innovative, self motivated and have the ability to work independently.

Working knowledge of the principles and practices of office management, work organization and supervision.

Ability to supervise, train, motivate, and direct museum staff.

Must have excellent interpersonal communication and writing skills.

Must be service oriented and have the ability to organize and meet deadlines.

Must have the ability to interact effectively with all age levels and cultural backgrounds.

Bilingual skills helpful but not required.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Ability to operate tools and equipment listed.

Extensive background checks required.

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

TOOLS AND EQUIPMENT USED:

Personal computer and word processing/graphic design software including: Word, InDesign, Photoshop, Illustrator, etc. in association with outputting on large format printers.

Office equipment including calculator, copy and fax machine, and phone.

Motorized vehicles and equipment including trucks, utility truck, saws, compressors, sanders, generators, common hand and power tools, shovels, wrenches, radios, lifts, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to perform shift work in a rotation of days and evenings including weekends and holidays as assigned.

While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; employee is occasionally required to be able to smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in a combination of museum, retail and shop environments both inside and outside in weather conditions. Facilities may expose employee to high noise, heat, cold, electrical exposure, sharp instruments, moving mechanical parts, vibrations, temperature changes, unpredictable ventilation, dust and other airborne particles, paint and other fumes, toxic or caustic chemicals, and physical obstacles. The employee occasionally works in high, precarious places.

The noise level in the work environment is occasionally loud.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.