

Museum Job Function

Curatorial Job Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Curator Management I	<p>Master's degree in specialized area; PhD preferred</p> <p>7+ years of progressively responsible related experience, including museum curatorial experience</p> <p>Fluency in English and proficiency in one or more foreign languages</p>	<ul style="list-style-type: none"> • Responsible for collection care, documentation, research, presentation, interpretation and development • Organizes and maintains department offices, storage and study rooms • Oversees management of collection records • Makes recommendations for conservation and consults with conservators on conservation work and collection safety and storage • Supervises installation of exhibitions; coordinates traveling exhibitions • Conducts and publishes research • Recommends purchases and solicits gifts for the collection • Identifies, solicits and obtains funds for research, exhibitions and programs from individuals and foundations • Maintains collection records in keeping with professional practices • 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a small and/or specialized collection with department wide responsibility (Consider the size/value of the collection and budget, the number of exhibitions and the nature of the publications)</p>	<p>RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion