

POSITION DESCRIPTION

Job Title: Director of Collections/Curator	Date: September 12, 2006, Revised June 15, 2007
Department: Collections	FLSA Status: Exempt
Grade/Salary Range:	Emp Grp:
Supervisor: CEO	Approved By: CEO

Reporting Relationships:

The Director of Collections/Curator reports to CCHS' CEO.

The Director of Collections supervises the Director of Archives and Records Services, Photo Archivist, Librarian, Collections Manager, Collections volunteers and interns.

General Responsibilities:

The Director of Collections is responsible for the care and management of the Society's artifacts and objects, planning and supervision of collections staff.

Specific Duties and Responsibilities:

As Director of Collections:

- Supervise and direct the work of the collections department in accordance with CCHS' long-range and annual plans.
- Serve as staff liaison to Board Collections Committee.
- Direct planning for CCHS' collections needs on an on-going basis, especially as relates to conservation and storage.
- Supervise and coordinate hiring of collections department personnel.
- Conduct annual performance appraisals of members of collections staff.
- Ensure broad public access to all historical materials in collections.
- Integrate the work of the collections department into CCHS activities at large.
- Participate in the preparation and monitoring of budgets for the collections department.
- Research, plan and execute all grant opportunities related to General Operations and Specific Projects of CCHS Collections Department, including the support of necessary reporting and accounting requirements.
- Ensure the relevance and effectiveness of CCHS' overall collections management plan and establish regular review and updating.
- Produce quarterly collections accession/deaccession report.
- Supervise and direct the work of the collections, its staff, and volunteers.
- Work with the Chair of the Board Collections Committee to determine policies for accepting/rejecting documents, photographs and artifact donations.

Curator

- Catalog accessions, generates donor acknowledgement and correspondence.
- Ensure continued progress in all areas of collections management, especially computerized collections catalog.
- Participate in leading successful and sustained museum accreditation process.
- Recommend acquisitions and deaccessions to the museum collection.
- Actively participate and support in the planning and implementation of CCHS exhibits as requested, by the Director of Interpretation and Adult Programming.
- Other duties as assigned.

Accountabilities:

- Provide the highest level of collections access consistent with budget and staffing realities.
- Ensure on-going professional stewardship of CCHS' collections.
- Represent CCHS well to donors, volunteers, and the public at large.
- Ensure adherence to all applicable ethical standards relating to CCHS collections [AAM, SAA, ALA].
- Play an active role in CCHS' short term and long term planning efforts and objectives.
- Provide effective supervision to the collections department and ensure its integration into CCHS' programs and activities.

Qualifications:

- Minimum bachelor's degree in history, American studies or other topic relevant to CCHS' mission; M.A. preferred
- 5 years of progressively responsible related experience in collections-based institution with direct responsibility for collections management or curatorial responsibility, budget development and supervision of professional and non-professional staff
- Demonstrated familiarity with professional standards
- Strong analytical and problem solving skills
- Excellent verbal and written communication skills
- Mid level general computer skills/knowledge; high-level skills on museum management software, preferably PastPerfect.

Work Schedule:

This is a full-time exempt position. This position may require out-of-hours, evening and weekend work.

Special Requirements:

Overtime and Weekend Work will be required.

Dress: Business Casual Daily; Business Attire will be required for some specific events.

Must have a valid driver's license and be able to drive CCHS van.

Must be able to lift/move/maneuver collections objects properly.

Must have the ability to read, write and speak English.

Special Skills:

Communication (written and verbal); "people skills;" knowledge of museum collections theory and practice; knowledge of regional history.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.