



JOB ANNOUNCEMENT

General Public

OPEN DATE: September 23, 2022

CLOSE DATE: Until Filled

JOB TITLE: Museum Curator/Manager

PAY RATE: \$20.00/hr (based on experience)

DEPARTMENT: Community Services

DIVISION: Museum

SUMMARY:

Under the direction of the Community Services Director. Provides supervision to Museum Educator & Museum Staff. The Museum Services Administrator / Curator provides managerial, supervisory, curatorial and interpretive services required for the administration of physical plant and holdings of the Las Vegas City Museum and Rough Rider Memorial Collection. It is the further responsibility of the MSA/Curator to encourage preservation and prevent loss or degradation of the holdings through the application of "best practices" in the museology discipline and to maintain careful documentation of holdings and location files. The MSA/Curator facilitates the development and implements a broad-based plan in accordance with the City's Master Plan and Infrastructure Capital Improvements Plan.

DUTIES AND RESPONSIBILITIES

- Has oversight of the Museum collection and operations, and is responsible for public relations. Is aware of funding sources, prepares grant and funding requests, prepares the Museum's annual fiscal budget.
- Responsible for visitation records, public commentaries, etc... Provides reports from this information.
- Regularly monitors storage and exhibition areas personally and with specific monitoring devices to assure optimum environmental conditions for the safety of the artifacts.
- Plans, researches, and executes new exhibits based upon the collection, archival materials, and other holdings
- Responsible for designs, installations, interpretation based upon the artifact collection. Updates and remodels permanent exhibits when necessary. Provides professional advice to approved entities desiring to display artifacts. Reviews requests to assure accuracy aesthetics, quality, etc...
- Locates available traveling exhibits from outside sources. Is responsible for scheduling, receiving, installing, advertising, and the return of these exhibits.
- Plans, prepares and develops special thematic traveling exhibits from the collection as an educational and outreach activity.
- Coordinates, trains and supervises staff and volunteers in docent, curatorial and interpretive services.
- Develops plans and procedures for the management of the collections.
- Commissions, organizes and creates a timely schedule of special theme public lectures. Assures predictability of activities through maintaining a calendar of events. Oversees outreach to schools and community organizations.
- Keeps abreast of developments in the profession and in scholarship pertinent to our service area.
- Develops and maintains vitality and visibility of the Museum in the public as well as professional spheres through collaborative endeavors.

Museum Curator/Manager

Page 1 of 3

- Prepares media for advertising and coordinates advertising with the City's contractor or designee for tourism promotion and advertising.
- Provides staff support to the advisory board, coordinates board meetings, prepares agendas, presents matters for discussion and action, assures minutes are taken and follows through on board recommendations.
- Collaborates with and works closely with non-profit organizations that support the museum's interests.
- Receives financial donations and assures that they are appropriately recorded and deposited into City designated accounts.
- Oversees the physical aspects of the museum facility, reports problems and makes recommendations thereof.

MINIMUM JOB QUALIFICATIONS

- High school diploma or equivalent.
- Must have training and/or experience in public speaking, public relations, fiscal management and program development.

PREFERRED REQUIREMENTS:

- Bilingual in English/Spanish.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional reading and writing skills are required as are computer skills.
- The applicant must possess public relations and organizational abilities.
- Knowledge of the following is necessary; Northern New Mexico Regional history and culture
- Training, ability and willingness to conduct research in the area
- Comprehensive knowledge of museum administration, principles and practices
- Grant writing and grant procurement and fund raising.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

PHYSICAL

REQUIREMENTS:

- Mobility factors: Walking 35%, climb steps 5%
- Primary work position: Stand 50%, sit 50%

SPECIFIC

MOVEMENTS:

- TRUNK: Bends occasionally.
- ARMS: Reaches, works with arms extended occasionally, carries 25 lbs. maximum, 25 feet occasionally, lifts from floor to waist 25 lbs. maximum
- LEGS: Bends, kneels, squats and walks occasionally.
- HANDS: Gross dexterity, occasionally grasp/manipulates, frequently. Speed required, occasionally; bilateral coordination, occasionally; eye/hand coordination, occasionally.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application, The employment application is available at:

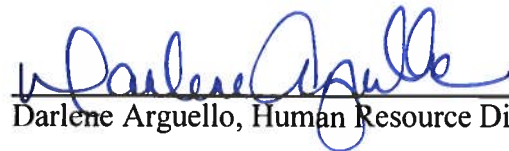
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director