



Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

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www.brown.sd.us

Classification: Museum Curator

Wage: \$15.64 - \$16.18/hour DOE

Department: Museum

Reports to: Museum Director

FLSA: Non-Exempt

Opening date: 07/20/2020

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

The Dacotah Prairie Museum, permanent learning center in service to all people is committed to the continued growth of its collection of material evidence representing the ongoing history of its region. This collection will be used by present and future generations to study and interpret lives and accomplishments of previous generations inhabiting the Dakota Prairie. Through these endeavors the Museum will continue to advance itself as a cultural, educational and economic asset to Brown County and South Dakota.

The employee who fills this position is expected to direct the museum's exhibit management, artistic display, and exhibition of artifacts, aligned with the museum's mission and values. Also works in association with the Museum Director, Curator of Collections, Curator of Education, Curatorial assistant(s) and volunteers as a part of the Museum's team.

Essential Functions:

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

- Oversee the research, design, fabrication and installation of all museum exhibits both onsite and offsite/outreach venues.
- Maintains and repair of all museum exhibits.
- Coordinate the Lamont, Dacotah, and Prairie Landing Gallery exhibit schedules, including scheduling all artists and the installation of all art shows.
- Coordinate any traveling exhibitions to/from the Museum/set up as necessary.

An Equal Opportunity Employer

- Design and produce posters for exhibits and art shows, invitations, hand-outs, calendar information of exhibit events, and exhibit reading materials.
- Monitor safety of exhibits for visitors and artifact (safe lighting, temperature, and humidity control and heat alarms).
- Curate new art pieces into the Permanent Art Collection and storage of the Collection.
- Plan and teach art related programs and projects.
- Facilitate the presentation of art experiences at Art Camps, workshops and artists retreats.
- Act as Chairperson for the "All Dakota High School Fine Arts Exhibition" coordinating N.D. and S.D. art teachers and students, judges, and workshop artists for the annual spring event.
- Assist in answering public inquiries, research questions, etc.
- Design, fabricate and transport outreach exhibits in the community for businesses, groups, organizations or county individuals who provide a public venue.
- Cultivates relationships with staff, volunteers, donors, teachers, students, citizens and board members.
- Some light construction skills required for exhibit creation.
- Performs other related duties as required.

Competencies:

- Decision making.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Strong written and verbal communication skills, including public speaking, digital communications, and multiple media platforms to effectively engage the community.
- Use of specified computer applications.
- Performing basic office support work.
- Ability to organize, present and communicate messages effectively through design.
- Excellent project management and organizational skills.
- Knowledge of fundraising.
- Capacity to successfully interface with stakeholders (board members, volunteers, staff, educators, students, politicians, media representatives).
- Knowledge of working with museum databases.
- Good team working skills.
- Excellent research skills.

Supervisory Responsibility:

- This position has no supervisory responsibilities.

Work Environment:

- Works in well-lit and climate controlled office.
- Uses Word, Excel, the internet, copier, phone, scanner, adding machine, and other office equipment.
- May sit at desk or stand for an extended period of time.
- Friendly, teamwork oriented work environment.

Physical Demands:

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

- Reaching: extending hand(s) and arm(s) in any direction.
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.

- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday – Friday, 8:00am to 5:00pm, Occasional evenings and weekends are required on a rotating basis

Travel:

- Periodic travel may be necessary.

Education and Experience:

- College degree required in art, history, education, museum studies, or a related field with a minimum of three (3) to five (5) years' experience in a cultural institution such as a museum or art gallery with lead or support staff responsibilities; or an equivalent combination of training or experience.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov