

**BELOIT COLLEGE
ADMINISTRATIVE JOB DESCRIPTION**

Job Title: Curator, Logan Museum of Anthropology

Department: Academic Affairs

Title of Immediate Supervisor: Director, Logan Museum of Anthropology

FLSA: Exempt **FTE :** 1.0

Revision Date: 10-2019

Account Number: 01-47361-00000 & 04-47361-21226

Date Hired:

Name:

Signature:

Occupational Summary:

The Curator is responsible for overall management and preservation of the Logan Museum of Anthropology's collections and curates and coordinates the museum's exhibits and outreach programs. The Curator works closely with the Director, faculty, and students to develop and maintain the museum as an excellent teaching and learning resource for the College and community. The Curator teaches in the Museum Studies program and supervises student work and research in the museum. The Curator reports to the Director. This is a twelve month, full-time administrative, exempt position.

Characteristic Duties and Responsibilities:

1. Manage and preserve the museum's collections, including:
 - a. Proper storage, preventive care, and inventory of permanent collections
 - b. Registration and cataloging of new acquisitions
 - c. Maintain and populate data in the collections management software system
 - d. Manage collections-based files
 - e. Manage image use and incoming and outgoing loans
2. Manage the museum's exhibit schedule and outreach programs, including:
 - a. Coordinate long-range planning of exhibits, maximizing collaboration with students and faculty
 - b. Curate, fabricate, and install exhibits, including labels, lighting, and mounts
 - c. Develop educational and interpretive programs and integrate with exhibits
 - d. Develop and deliver tours, programs, and guest lectures for the campus and community
 - e. Evaluate exhibit and outreach program effectiveness and relevance
3. Teach one course per year in Museum Studies and supervise special projects and honors terms.
4. Assist and collaborate with faculty and students using collections as curricular resources.
5. Respond to collections-related inquiries from students, faculty, researchers, and members of the public.
6. Maintain working knowledge of legal and ethical issues regarding collections and exhibits; assist the Director in NAGPRA compliance efforts and tribal visits.
7. Train and supervise students, volunteers, and interns in tasks related to collections care, management, exhibits, and outreach efforts.
8. Develop and revise collection and exhibit related policies, plans, and procedures as needed.
9. Maintain professional competence in the museum field.
10. Perform other duties as assigned.

Credentials and Experience:

1. M.A. or M.S. in anthropology, museum studies, or related field required.
2. Three years of prior museum, preferably academic museum, experience required.
3. Teaching experience, broadly defined, required.
4. Working knowledge of current practices, theories, ethics, and policies in the field of museums required.
5. Experience using collections management software programs, digital cameras, and Adobe Creative Cloud required.
6. Mechanical ability in exhibit and storage mount construction required.
7. Excellent supervisory, organizational, communication, and writing abilities required.
8. Ability to work effectively with faculty, staff, students, and community members required.
9. Essential functions of this job may include bending, stooping, lifting, climbing stairs and ladders, and working with power tools and equipment.