

# Carver County Historical Society

Job Title: Curator of Collections	
Department: Museum	Position Reports To: Exec. Director
Revision Date: September 12, 2018	Fair Labor Standards Act (FLSA): Exempt

## Position Overview

The Curator supports the Carver County Historical Society (CCHS) mission to collect, preserve, and interpret the history of Carver County. The Curator additionally supports the Mission and Vision of the CCHS regarding the Andrew Peterson farm, to preserve and interpret the Andrew Peterson farm through the lens of Minnesota's rich immigrant and agricultural history. The farm and historically significant diaries of Andrew Peterson will be used to encourage visitors of all ages to discover our diverse heritage and to understand how the past shapes the present - and the future. More particularly, the curator is the primary staff person responsible for the Carver County Historical Society's collections.

## Essential Job Functions

### ***Collections***

- Work with potential donors to the collection and choose artifacts to hone the collections
- Oversee collections management including, but not limited to:
  - Complete donor records and maintain the museum files
  - Document collections in accordance with generally accepted museum and library standards
  - Record information about collection items upon accession
  - Develop and maintain controlled vocabularies and an in-house manual for cataloging
  - Catalog or oversee the cataloging of collections
  - Maintain the collections databases
  - Oversee data entry
  - Proofread and correct entries
  - Update location records as objects are moved
  - Mark objects using generally accepted museum procedures
  - Conduct biannual inventories
  - Evaluate the collections and recommend objects for deaccession as needed
  - Plan, approve and document loans to and from the collection
- Oversee collections care including, but not limited to:
  - Provide for the proper storage of the collections, including archivally safe boxes, mounts and storage structures
  - Survey storage areas for potential environmental or pest problems
  - Evaluate collections for conservation treatments
  - Train volunteers, interns and other staff in object handling
  - Pack and transport objects as needed
- Oversee and participate in the collections inventory
- Assist local historical societies as needed
- Assist Curator of Educator and Exhibits by researching and planning exhibits through use of collections selections that will complement new exhibits

- Oversee the collections care, and maintenance of the Andrew Peterson Farm and its artifacts. This may include but is not limited to:
  - Writing grants
  - Conduct farm tours
  - Participate in any archeology or structural report studies
  - Participate in the Friends of the Andrew Peterson Farm meetings
  - Other farm related projects as assigned

**Other**

- Assist library patrons and museum visitors as needed
- Train and supervise volunteers and interns working on collections projects
- Participate in or present museum programs as needed
- Contribute to newsletter
- Assist with building maintenance and act as the facilities liaison with Carver County
- Participate in continuing education opportunities
- Participate in monthly staff meetings
- Participate in exhibit design, including ADA requirements
- Assist with the folding and taping of quarterly newsletters

**Requirements:**

- Experience with using Past Perfect collections software
- Library cataloging, including AACR2 and Dewey Decimal Classification
- Photograph cataloging, including LCTGM 1
- Archival cataloging, including ISAD(G)
- Object cataloging, including Chenhall's Nomenclature and other controlled vocabularies, including lists generated in-house, e.g. the Subject Headings list
- Current standards of collections documentation, handling and care
- Spelling, grammar and proofreading
- Knowledge of exhibit design, including ADA requirements
- Knowledge of exhibit fabrication, including materials technology, e.g. woodworking, surface finishes, silver soldering and acrylics
- Knowledge of desktop publishing, including Photoshop and Publisher
- Knowledge of artifact mount construction
- Participation in County fair activities
- Must work at least one Saturday per month
- Must be detail oriented

**Other Skills/Abilities:**

- Lift up to 50 lbs. or more
- Stand or sit for long periods
- Work on multiple projects simultaneously
- Write and communicate effectively with staff and public
- Work with a team and as a team member
- Ability to be flexible
- Work with careful attention to detail
- Sense of humor and discretion
- Inventiveness in problem-solving collections issues.
- Knowledge of farming and farm animals

- Able to be very patient and able to work with all personality types

**Minimum Qualifications:**

- BA in history, museum studies, public history or related field
- 2-3 years experience in collections management and exhibitions
- Valid driver's license
- Knowledge of business English
- Excellent writing skills

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.