



Strong Foundation. Strong Future.

MINNEHAHA COUNTY
invites applications for the position of:
Curator of Collections

All applications must be submitted by 5:00 p.m. on August 12, 2019.

SALARY: \$2,033.60 - \$2,190.40 Biweekly **OPENING DATE:** 7/10/19

GENERAL INFORMATION:

The Siouxland Heritage Museums invites applications for the [Curator of Collections](#) to perform a variety of functions related to the conservation, preservation, and documentation of the collection.

The Siouxland Heritage Museums is a joint county-city museum system which includes the Old Courthouse Museum, Pettigrew Museum and the Irene Hall Museum Resource Center. The organization is committed to the ideal that museums are learning institutions which collect, preserve, interpret and exhibit collections of regional significance.

EXAMPLES OF DUTIES INCLUDE:

Seek, receive, and record new acquisitions. Evaluate proposed donations for acceptance. Identify and administer the transfer of deaccessioning of items no longer suitable for the museum's collections. Make recommendations to the Collections Committee of the Board of Trustees on the acquisition and deaccession of objects. Catalog collections objects. Enter information into computer database. Oversee record management pertaining to collections including photographic records for condition and identification purposes. Establish and coordinate all preservation, conservation, and restoration of museum objects, library, and photograph and research materials. Establish and supervise storage of museum objects. Monitor condition of objects on exhibit and in storage including taking necessary precautions against poor environmental conditions in storage and exhibit areas. Provide information to the public in areas of expertise particularly related to the identification, care, and history of objects. Develop and present public programs. Research and write exhibit scripts. Coordinate access to collections and archives for exhibits, programs, and other public access. Develop exhibit object list. Supervise the installation of artifacts in exhibits. Oversee proper care of artifacts during packing and shipping. Train, direct, supervise, schedule, and evaluate staff, volunteers, and interns for the collections department. Oversee department as needed. Manage fiscal and policy issues related to collections by developing, administering, and presenting the annual collections department budget. Develop procedures and policies. Vet and write grants.

MINIMUM QUALIFICATIONS:

Master's degree in museum studies, history, anthropology, or a related field and a minimum of one year professional museum experience or a bachelor's degree in museology, history, anthropology, or a related field and a minimum of three years museum experience. Comparable combination of education and experience may be considered. Must successfully complete pre-employment background process. Full working knowledge of modern museum principles and practices. Ability to organize and coordinate the storage of collections. Ability to supervise and train employees and support staff. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with co-workers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Master's degree in museum studies, history, or related field. Experience in historical research and writing, budget management, and grant writing. Previous supervisory experience. Thorough knowledge of museum registration and cataloging procedures, collections care, basic conservation practices, and museum ethics. Knowledge of historical and genealogical research techniques.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #19-58
CURATOR OF COLLECTIONS
MB

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.