

Title: **Museum Curator**

Department: Museum Department

FLSA Status : Full-Time (non-exempt)



Position Summary:

The City of Van Alstyne is seeking a highly experienced professional responsible for overall care, documentation, acquisitions, programming, promotion and exhibitions of the Van Alstyne museum collections. The Museum Curator will have the unique opportunity to shape the visitor experience, ensuring all guests feel welcomed and have a positive experience.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Functions:

The following duties are typical for this position.

- Maintain inventory records on collections, artifacts and history collections in accordance with museum management principles and practices.
- Coordinate and implement exhibitions, special events and educational programs related to area history at the Van Alstyne Museum.
- Coordinate installation/deinstallation of exhibitions, inventories, condition reports, packing/unpacking of artifacts and other acquisitions or loaned items.
- Coordinate with the Museum Board.
- Perform a variety of curatorial administrative duties associated with city-wide policies and procedures such as personnel, accounting, purchasing, budgeting and safety.
- Research, prepare, monitor and evaluate grants and fundraising strategies for programs in history.
- Make presentations, organize and promote museum events and programming through media appearances and community groups.
- Manage special projects for City of Van Alstyne Museum.
- Lead the daily operations of the museum, including visitor services, housekeeping, safety, and security.
- Manage the booking of group tours, site rentals, and coordinate school tours.
- Perform related duties as directed.

Knowledge, Skills, and Abilities:

Bachelor's degree in museum studies, library science or related field with an additional one-year experience in a museum or library closely related field or any combination of relevant education and experience. Exhibition experience preferred.

- Must possess and continue to possess a valid Texas Driver's License or have the ability to obtain within 90 days of hire.
- Ability to work at a high level with limited direction with most of the work performed independently.
- Experience with computer operations; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) applications.
- Ability to maintain consistent attendance.

Physical Requirements:

- Frequently lift and carry up to 50 pounds;
- Occasionally lift and carry up to 75 pounds;
- Frequently climb ladders, stairs and other inclined surfaces;
- Frequently kneel and bend during shift;
- Frequently push and pull objects;

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Occasionally requires walking, stooping, and kneeling. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must possess adequate visual acuity and hearing ability sufficient to read, write, hear, and speak clearly in person and by telephone.

General Information:

Reports to: City Manager or designee

The Museum Curator is a full-time FLSA non-exempt position working an average of 40 hours per week, at will.

Starting salary is commensurate with qualifications and relevant experience.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, short/long term disability benefits paid.

Enjoy a healthy work-life balance with a generous PTO policy!

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

Candidates **MUST** successfully complete a background check (including criminal history), drug screening and pre-employment physical. All candidates **MUST SUBMIT AN APPLICATION**, resume, and three professional references to be considered to: City of Van Alstyne, Attn: Human Resources, P.O. Box 247, Van Alstyne, Texas 75495-0247.