

## IDAHO MILITARY MUSEUM

Boise, Idaho

### Position Description

<b>Job Title:</b>	Curator of Collections
<b>Reports To:</b>	Executive Director/Chief Curator
<b>Primary Customers:</b>	General Public, College Interns and Museum Volunteers
<b>Supervised By:</b>	Executive Director/Chief Curator
<b>Suspense:</b>	1 September 2017
<b>Pay:</b>	\$1210/month, approximately 30 hours a week. No other benefits.
<b>How to apply:</b>	Send or deliver cover letter and resume to Idaho Military History Museum C/O Jeff Packer 4040 West Guard Street Boise, Idaho 83705.

### Job Statement:

The individual in this position performs a variety of duties that enables the Idaho Military Museum to function effectively. The Curator of Collections supervises a volunteer/intern program and assists in community outreach programs, museum special events, and exhibitions. The position requires leadership skills since the decisions made are non-routine and the consequences of error will impact the Idaho Military Historical Society and external functions, standing within the community and future responsibilities. The Curator of Collections is directly responsible to the Executive Director/Chief Curator.

### Essential Functions:

#### Museum Services:

1. Reports to the Executive Director/Chief Curator as to the completion of assigned projects and all other duties as directed by the Executive Director/Chief Curator.
2. Develops goals and priorities consistent with generally accepted museum practices and Idaho statutes.
3. Trains and supervises museum volunteers.
4. Ensures policies and procedures for the museum and related collections are adhered to.
5. Assists Executive Director/Chief Curator in presenting educational outreach programs.

#### Collection Services:

1. Participates in the acquisition, security, preservation and maintenance of historical artifacts and memorabilia relating to U.S Military History in Idaho and the United States.

2. Serves as contact for donors and potential donors.
3. Meets with community service organizations, businesses, and individuals to encourage museum use and support as required by the Executive Director/Chief Curator.
4. Presents all concepts for future exhibits to Executive Director/Chief Curator for approval.
5. Directs preparation of approved exhibits.
6. Classifies (with museum registrar) newly acquired artifacts.
7. Ensures artifact loan and transfer process is utilized.
8. Provides resource information to researchers and the public on the history of the U.S. Military in Idaho and the United States.
9. Conducts research on artifacts pertaining to the U.S. Military.
10. Ensures safety and security standards are met.

**Human Resource Management:**

1. Trains and monitors activities among interns and volunteers.
2. Acts as a resource for interns and volunteers.
3. Develops good working relationship and communications with interns and volunteers.

**Qualifications:**

**Education and Experience:**

1. High School Graduate (practical museum experience preferred).
2. At least 21 years of age.
3. Must meet state and federal firearms regulations.
4. Must have current Idaho State driver's License.

**Knowledge, Skills and Abilities:**

1. Ability to lead and organize volunteers.
2. A thorough knowledge of effective management practices.
3. A general working knowledge of accepted museum practices.
4. A general knowledge of military history.
5. A general knowledge of military firearms and equipment.
6. Ability to read, analyze and interpret professional journals, technical procedures and government regulations.
7. Excellent verbal and written skills.
8. Clerical abilities.
9. Ability to interact with public.

**Physical and Mental Requirements:**

The physical demands listed are representative of those which must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Required to stand for long periods.
2. Required to walk, talk and hear.
3. Required to sit.
4. Required to use hands to finger, handle or feel.
5. Must be able to reach with hands and arms.
6. Must be able to climb, stoop, kneel, crouch or crawl.
7. Must be able to frequently lift, and or move, up to 25 pounds and occasionally lift 50 pounds or greater.
8. Must have good, or correctable, vision abilities to include close and distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Working Conditions:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

1. Will be exposed to unsteady and heavy stationary displays.
2. May be regularly exposed to fumes, airborne particles, toxic or caustic chemicals and other risks.
3. Noise level is generally moderate. Hearing protection must be worn as required.
4. If travel is required, must have access to an automobile, appropriate insurance, and valid state driver's license.