



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MUSEUM CURATOR
(HISTORICAL SERVICES)
PARKS, RECREATION AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for managing and operating the Virginia War Museum. Reports to Assistant Director of Parks, Recreation and Tourism.

ESSENTIAL JOB FUNCTIONS

Coordinates the preservation and conservation of the museum's collection; interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances including collection of admissions as well as research and identification of military historical artifacts. Ensures the proper maintenance of facilities and security systems in accordance with American Association of Museum standards. Manages and researches museum collections and special exhibits which include research, interpretation, acquisition, display and conservation of artifacts, and research, design, fabrication, installation and maintenance of exhibits. Coordinates exhibits with guest artists, presenters, and special events. Prepares annual calendar of events and ensures website is updated.

Ensures the proper and accurate accounting of museum revenues and develops systems for maintaining accurate inventories. Prepares and make deposits of monies collected through rentals; group tours; and donations. Prepares revenue reports and attends VWM Foundation Board of Director's meeting and provides reports on site activities.

Responsible for the effective supervision and administration of the museum including budget preparation and monitoring, revenue collection and accountability, purchasing and financial transactions, payroll, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Coordinates, develops, and recommends short and long-range plans pertaining to the management and maintenance of the museum; develops and recommends policies and procedures; recommends internal branch organization; establishes and implements management systems to effectively meet operating goals and objectives.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Historic Services** - Considerable knowledge of military history; principles and practices of museum and historic house administration and operations. General knowledge of educational theory and practices; of the methodology of historical services; and proper preservation techniques of historical artifacts.
- **Customer Service** – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- **Strategic Planning** - Knowledge of strategic planning principles and theories to ensure competitive advantage and efficiency.
- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- **Judgment/Decision Making** – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- **Communication** - Excellent ability to communicate complex ideas and proposals effectively to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- **Financial Management** - Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in History or related field and 5-7 years of progressively responsible related experience with 1-2 years of supervisory or lead experience, or an equivalent combination of education and experience. Master's Degree in History or related field is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.