



## Curator

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### **DEFINITION**

This is professional curatorial work within a City of Edmonton museum or historical facility

Work of this class involves the research, acquisition, documentation, maintenance and disposition of historical artifacts. Employees also provide accurate historical information to department staff, media and the general public. Supervision may be exercised over volunteers and/or temporary staff and work is performed with considerable independence under general discretion of a superior

### **TYPICAL DUTIES \***

Analyze collection holdings to determine what is relevant to the collection and recommend objects for deaccession, while also ensuring that all provincial ethical guidelines on deaccessioning are strictly adhered to.

Assess exhibits for ongoing relevance to the museum/exhibit location, and relevance to changing societal needs. Decide whether to keep, refresh or change out exhibits.

Researches artifacts and historical time periods, content, interpretive value, techniques, etc. plans out and selects artifacts for new exhibits

Assess and make decisions regarding risk management for the exhibit and interpretation of artifacts and content.

Manages artifact acquisition processes, relationships with donors, and ensures adherence to legal transfer processes including all relevant documentation.

Ensures that artifact storage and exhibit environments align with museum standards.

Preserves artifacts in storage and on exhibit through controlling/mitigating the agents of deterioration.

Determine when it is appropriate to and consult with and/or recommend the contracting of professional conservators.

Supervise, train and mentor staff and volunteers

Monitor, manage communications and implement requirements regarding pest management, facility maintenance, and security for the Artifacts Centre, as well as implement the use of specialized security measures in museum and exhibit facility environments.

Searches out, collects, identifies, classifies and maintains historical artifacts



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Prepares the museum budget, applies for government grants, determines material and supply requirements

Accepts requests for artifact loans and makes recommendations to loan such artifacts when appropriate

Performs other duties as assigned

### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of the methods techniques and procedures in the collection and maintenance of historical artifacts

Demonstrated knowledge of artifact conservation practices, ethics, techniques and environmental conditions

Knowledge of relevant ethical and legislative requirements

Ability to plan and prioritize within multi-level organization frameworks and competing demands

Ability to research, plan, conceptualize, design and install exhibits and to design and prepare display layouts

Ability to plan, initiate and supervise collection acquisition, development and research

Research and problem solving skills to gather required information, make decisions and develop recommendations

Thorough knowledge of local and western Canadian history

Knowledge of basic museum management and inventory systems

Ability to design and prepare display layouts

Ability to plan, assign and supervise the work of volunteers

Demonstrated effective written and verbal communication skills

Skill in dealing courteously and tactfully with the public



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### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

University graduation in history, museum studies or a related discipline and a minimum of five (5) years experience in a museum operation, historical preservation, or related history experience.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code				
Grade				
Originated:	2024			
Last Updated:				
Previous Updates				