

**BLOOMINGDALE PARK DISTRICT  
JOB DESCRIPTION**

**MUSEUM CURATOR**

**Description**

Under the direction of the Recreation Supervisor, the Museum Curator is responsible for the administration of the Park District Museum which includes managing the annual budget; staffing, organizing, and booking the yearly exhibition schedule and programs; giving tours of the art exhibits; and working Museum rentals. This is a part-time, hourly (non-exempt) position.

**Immediate Supervisor**

Responsible to the Recreation Supervisor.

**Qualifications**

- Graduate of an accredited college or university with a preferred major in history, anthropology, art, or museum studies or equivalent years of experience in the museum, art, history or related field.
- Ability to organize all functions of the Museum's operations.
- Knowledge of proper museum methods: handling, shipping, insurance requirements and display techniques of loaned objects.
- Ability to adequately supervise the Museum building and its contents and oversee the safety of patrons and artifacts.
- Ability to organize all publicity and marketing requirements associated with the Museum and submit a marketing request to the Marketing and Communications Director.
- Ability to maintain self-control and composure in difficult situations.
- Ability to demonstrate leadership qualities to perform required work.
- Willingness and ability to work early mornings, days, evenings and weekends.
- Excellent oral and communication skills.
- Ability to use Microsoft Word, Publisher, Excel, Photo Shop and Canva.

- Valid Illinois driver's license required.
- First Aid/CPR/AED certified or must obtain certification.
- Moderate lifting and carrying required.

### **Duties and Responsibilities**

#### *Essential Functions:*

- Ability to visually watch over the objects that are on display to determine any changes in their physical status and safeguard their safety.
- Be able to physically unpack, transport by hand, install and re-pack an exhibition. This will require being able to use tools such as a hammer, wire cutter, scissors.
- Be able to visually inspect objects for flaws or damage for notation and report to the Recreation Supervisor.
- Must be able to effectively communicate, both verbally and nonverbally, with visitors, the public and community organizations of a diverse background.
- Must be able to organize in-house exhibitions yearly.
- Must have knowledge of basic budgetary practices and the ability to effectively oversee a budget.
- Ability to organize time and materials in an effective manner.
- Ability to complete and submit board reports monthly and additional reports needed by the Recreation Supervisor.
- Ability to set and evaluate yearly goals and objectives.
- Attend staff meetings and trainings.
- Must be available to sub when needed.
- Actively supports the Safety Policy and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.

### *Marginal Functions:*

- Manage and train all volunteers.
- Assist, when needed, with other Park District functions, activities, and events.
- Review staff performance through observations as well as visitors' comments.
- Attend and participate in local and state meetings.
- Follow Bloomingdale Park District guidelines, policies and procedures.
- Assist during major emergencies and be familiar with evacuation plans.
- Communicate information to patrons.
- Ability to shop and stage food for receptions.

### **Hours of Work and Compensation**

The position of curator is a part time position and paid every two weeks at an agreed salary, DOQ. The position is classified as exempt employee status and will work anywhere from 1-25 hours per week. Flexible hours include weekends and evenings. The salary range for this position is \$17-\$19/hour. See a list of benefits [here](https://www.bloomingdaleparks.org/about-bpd/job-opportunities) (https://www.bloomingdaleparks.org/about-bpd/job-opportunities).

### **Environmental Considerations**

May be exposed to elements when driving to the Museum from office or for other Park District functions. Most work is indoors in a closed-climate environment.

### **Cognitive Considerations**

The curator must be very flexible due to the nature of the changing exhibitions. Be prudent in the handling of valuable artwork or historical items. Be aware of the residents' interests and be self-taught. Must be capable of making decisions.

### **Psychological Considerations**

The curator must have the ability to deal with a wide variety of personalities, keep to a tight schedule and work well independently and under stress. Must be a self-starter.

### **Physiological Considerations**

Periods of active physical exertion including bending, lifting, and kneeling will occur.