Historic Site Curators

Job Code	Job Title	Pay Grade
4077E1	Historic Site Curator I	26

CONCEPT:
This is specialized work directing the operations of a historic site. Work involves managing the operations of a historical site by developing and conducting programs; providing information to the public; conducting primary and secondary research on the site; serving as a liaison in the community; supervising support staff and volunteers; recommending preservation treatment for historic objects and structures; and maintaining site property and grounds. Work also includes participating in short and long-range site planning and promoting community involvement in site activities.

TASKS:
- Organizes and implements the daily operations of a state-owned historical site. Plans, conducts, and evaluates on-site and outreach programs such as annual festivals, week-end and seasonal events, slide/lecture presentations, and guided tours. May assist a higher level curator in the operation of a large site.
- Researches the historic site and its relation to local, regional and national history; promotes the site and provides historical information to the public and news media.
- Acts as local representative for collections, conservation, state and national register nominations and other programs.
- Develops positive relationships with the local media, schools, civic organizations, city government(s) and individuals; promotes community involvement in site activities; solicits local support for additional funding, artifact donations, volunteer services, and public relations. Ensures that community input is not in conflict with policies and goals of the historic site and state guidelines.
- Performs maintenance and minor repair work at the site which includes historic structures, modern support buildings, equipment, grounds and nature/history trails. Ensures that security measures are adequate, appropriate, and consistent.
- Records number of visitors and monetary donations, sells gift shop items, and maintains monthly records.
- Determines site needs, recommends activities and solutions to problems, identifies historic objects and structures and recommends preservation and/or conservation treatments, and prepares reports as requested. Participates in short and long-range site planning.
- Oversees the work of subordinate staff and volunteers.
- May serve as ex-officio member of organized groups who support historical sites.

LEVELS OF WORK:
- Class Group consists of one class.

Historic Site Curator I– Specialized work directing the operations of a small state-owned historic site or assisting with the operations of a large historic site. This level does not supervise other curators or have responsibilities for other sites.
Minimum Requirements: Five years of direct experience relevant to the field of historical organization, agency or museum work.

REF: 12/13
REV: 6/16
REV: 6/24
REV: 7/25