

NOTICE OF JOB OPENING

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Posting Begins	December 15, 2016	Posting Ends	December 28, 2016
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Position Title	MUSEUM CURATOR
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Department	WyCo Museum	Division	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Wyandotte County Museum
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BRIEF JOB DESCRIPTION: Responsible for overseeing the acquisitions, organization, cataloging, processing, care and accessibility of manuscripts, rare book materials, art and 3-d objects; accession, process, inventory and catalog archives manuscripts, art and 3-d objects; identifies materials in need of conservation treatment and recommends appropriate treatment; answers questions pertaining to holdings; recruits, coordinates, trains and supervises volunteers and interns working with materials; maintains necessary statistics relating to these volunteers time and activities; maintains order of manuscripts stacks and 3-D collection area; assists with general library/gallery development and operations, including security, planning, policy-making and procedural issues; maintains archives and curatorial objects, including creating finding aids. Maintains and enters all accessioned materials in museum's PastPerfect database.

MINIMUM QUALIFICATIONS: Bachelor's degree in Museum Studies, American History, American Studies or a related field (Master's degree preferred) and two years of collection management experience; or an equivalent combination of education and experience to successfully perform the essential duties of this position. 3 years working with archival materials, 3-D objects and/or art objects preferred. Possess strong written and oral communication skills and be able to function independently and as part of a team; knowledge of PastPerfect database and IT issues; ability to organize, present and communicate messages effectively through design; Position requires good organizational skills, high level of concentration and attention to detail in order to maintain necessary high quality and consistency. Must possess valid driver's license.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$3,548.13 - \$4,459.87/mo.	PI #	6086	Class. Code	0301
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
EOE**

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