

The University of Texas at San Antonio

Job Description

Job Title: Senior Curator
Code: 18088
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures Library
Reports To: Director of Research

Summary

- **Function:** To provide planning, leadership and direction for the development, management and use of collections of material culture items used in exhibits and educational programs.
- **Scope:** Responsible for management of collections of items of material culture, including short and long range planning for collection development, storage and conservation needs, exhibitions, loans and collaborations.

Duties

- **Typical:**
 1. Cares for and preserves artifacts; acquires and preserves images for photographic collections.
 2. Develops short and long range goals for collection storage, preservation and development, exhibitions, loans and collaborations; prepares original online catalog records; performs initial data listings and arrangements of materials; and researches books, vertical files, and newspapers for information for catalog records.
 3. Researches, plans and coordinates exhibitions.
 4. Communicates with would-be lenders and donors and investigates artifacts offered to the University.
 5. Conducts reference interviews with researchers.
 6. Handles processing of new acquisitions, including shipping arrangements, customs processing, identification and marking.
 7. Responsible for maintenance of all records, legal documents, archival files and databases associated with collections, including loan contracts, gift receipts, deaccessioning documents, location files and insurance reports.
 8. Performs other duties as assigned.
- **Periodic:**
 1. Participates in and provides leadership for internal and external teams and committees.
 2. Interviews applicants and selects individuals for employment.

Education

Required	Preferred
Master's degree with major coursework in field of assignment.	N/A

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
Four years of related experience.	More than Four years of related experience.

Equipment

Required	Preferred
Excellent computer skills and the ability to use standard office machines.	N/A
Knowledge of the operation of basic equipment used in the field.	

Working Conditions

Usual	Special
Normal Museum Environment.	Some travel, evening, and weekend work.
Occasional exposure to photographic chemicals and those used in handling artifacts.	

Supervision

Received	Given
Virtually self-supervising because of extensive technical or specialized knowledge and/or experience. Final results are appraised largely with respect to attainment of program objectives.	Supervises staff and/or volunteers as assigned.

Accuracy

Accurate in all phases of the work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.