



## **JOB DESCRIPTION**

Title: **MUSEUM CURATOR / SPECIAL EVENTS  
COORDINATOR**  
Department: Parks & Recreation  
Class Code: 6712  
FLSA Status: Non-Exempt  
Effective Date: June 15, 2023 (Rev. 07/2025)

### **GENERAL PURPOSE**

Under general supervision of the Cultural Programs Manager, performs a variety of general administrative and professional duties as needed to plan, organize, direct and manage the acquisition, preservation, research, and display of historical artifacts, documents and materials. Plans and oversees special events for the City.

### **ESSENTIAL DUTIES**

- Manages the day-to-day operations of the Murray Museum; schedules the facility and coordinates volunteers.
- Plans, markets, implements, and evaluates events and programs for the Museum; evaluates Museum attendance.
- Recommends, establishes, and maintains policies as they pertain to the Murray Museum's mission; provides guidance and explains city policies and procedures to volunteers and patrons.
- Records and catalogs artifacts, documents, and the City Art Collection. Exhibits and cares for the Museum's collections in a secure and educational manner in order to appeal to many different demographics.
- Develops and organizes new collections and exhibitions to expand and improve patron experience and to add to the body of knowledge regarding the current collection.
- Ensures current collections are properly stored and preserved and that displayed objects are rotated on a regular basis.
- Conducts research and is able to analyze, manage, and organize information effectively.
- Plans and schedules annual calendar of programs and educational opportunities.
- Assists in researching and identifying new government, corporate, foundation, and private funding prospects.
- Researches, identifies, and applies for new government, corporate, foundation, and private funding prospects.
- Coordinates with volunteers and residents on a variety of projects or initiatives as assigned.

- Attends to patron and participant needs and concerns and assures professional programming.
- Recruits and trains volunteer docents to assist in Museum operations or programming.
- Coordinates and oversees special events, including the 4<sup>th</sup> of July Celebration, special events at the Museum and City Hall, and various other cultural or recreation programs; obtains permits and permissions needed for events.
- Works with and involves other departments and outside groups and organizations to plan and oversee special events; assists with marketing events.
- Assists Cultural Programs Manager in developing and monitoring special events budget.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in arts or museum/history administration or a closely related field plus one (1) year professional experience in arts/history administration at a public or private agency or organization, or equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver License.
- Must be able to work nights and weekends.

### Necessary Knowledge, Skills and Abilities

Knowledge of:

- Methods, techniques, and procedures in the delivery of museum and community service programs; common recreational and social needs of various age groups.
- Principles and procedures for implementing and directing museum and community services or recreation activities.
- Principles and practices of program budget monitoring and assigning and reviewing the work of others.
- Experience in museum coordination, recording history, community programs, including PastPerfect and accessioning and deaccessioning practices.
- Climate and environmental control for artifact preservation.
- Best practices in museum collections management, including core documents and preventative conservation.

Ability to:

- Work with diverse groups, individuals, youth and children; implement interpersonal conflict and dispute resolution methods.
- Develop, coordinate and implement programs and activities in a professional manner; coordinate and implement community services or recreation programs.
- Establish and maintain effective working relationships; train and evaluate contract and temporary personnel; answer phones; interact with the public.
- Analyze, interpret, and explain policies and procedures; communicate effectively, both verbally and in writing; prepare detailed reports and other written material; provide office support.

**TOOLS & EQUIPMENT USED**

- Personal computer, including word processing software; phone; copy and fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_