

**POSITION: Museum Curator**

*Rocky Ford Historical Museum*

A signed copy of this description will be kept on file at the museum, with the city clerk, and the city manager.

**Summary:**

Under the direction of the City Manager, the Curator is responsible for daily operations, guest engagement, collections management, and clerical duties.

**Key Responsibilities:**

1. Open and close the museum according to board-approved hours. Notify the board if hours vary.
2. Greet and supervise visitors while providing historical context and assistance to visitors.
3. Keep the board informed of museum activities and necessary actions.
4. Handle clerical tasks such as filing, correspondence, and phone calls.
5. Manage collections using approved CMS software and follow established procedures.
6. Identify cleaning needs and coordinate with the board for scheduling or outsourcing.
7. Record and deposit all financial transactions, revenues shall be given to the board treasurer to be deposited in the designated account with the city accountant.
8. Notify the board and city HR of any absences so coverage can be arranged.
9. Report to both the board and the city. Employment and HR matters go through the city; operational duties are overseen by the board.
10. Assist Trustees as needed and request support from volunteers when appropriate.
11. Promote museum events under Board direction.
12. Recommend artifact acquisitions. Donations may be accepted that adhere to the scope of collections. Non-conforming accessions require board approval.
13. Undergo annual performance reviews conducted by the museum board. Feedback and plans for improvement will be shared with the curator and museum board.

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Signature of Curator      date

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Signature of Chairman of the Board      date