# Job Description

## Museum Curator Assistant

### *This position supervision and reports to: 1. Museum Curator or 2. The Executive Director or it’s designee in the absence of a Museum Curator. The Executive Director receives direction from the Board of Directors & Museum Committee to determine and fulfill Museum goals to be implemented by staff.*

#### Scope of work –ensure services are available that enhance the quality of life by providing a learning experience to honor and preserve the rich and colorful traditions of Hispanic culture, with a focus on San Marcos Families.

#### **Duties of position by area**

In the area of Archiving

1. Ensure the inventory is archived and stored appropriately. Family history binder preservation.
2. Provide documentation for all donated items to museum or collected items with proper paperwork.
3. Ensure museum committee standards are adhered to for space designation of artifacts vs. art; and in compliance with Museum accreditation standards.

In the area of Museum Operations & Events

1. Ensure hours of operations (Sat 10-2, Tuesday – Friday 2-6) are marketed to the public. Museum is open during special presentation & events. General data of guests will be collected for funding applications and Centro use.
2. Research appropriate foundations, institutions, and businesses for funding sources appropriate to the vision of the museum
3. Assist with the recommendations on the feasibility, appropriateness of exhibits and rotation cycle via a monthly report to submit in writing in coordination with Museum Curator.
4. Prepare a marketing component for each exhibit including digital and print media.
5. When recommendation for an exhibit/ project is approved, assist or prepare a budget. Submit in a timely fashion.

In the area of Strategic planning via Museum Committee

1. Support the Museum committee to develop a yearlong strategy for events & activities. Ensure collaboration with LBJ Museum and Calaboose African American History Museum.
2. Develop a series of work project meetings to assist in the development of long range plans to address Mission and Vision of the Museum as it relates to the Centro Cultural Hispano de San Marcos.
   1. Develop at least one workshop that may include bringing experts to Centro to provide information on pertinent subjects related to Museum
      1. Development of the museum exhibits
      2. Marketing plans
      3. Any other data the committee deems needed
   2. Participate in the Qrtly Museum committee meetings to assist in determining steps and timelines for implementation of the events / exhibits.

In the area of Other duties as assigned

1. Assist in recruitment & training of Docent volunteers.
2. General cleaning of Museum as needed.
3. Other duties as assigned by Executive Director to support Centro operations including open and closing facility for meetings / events, answering phones, communicating with internal and external customers.
4. Prepare a report monthly on activities for Museum Curator.
5. Attend continuing education as appropriate.

Job Description is approved by Centro Board of Directors on date:

Salary scale is approved by Centro Board of Directors on date:

Recommendation to hire $12 per hour, Number of hours per week 10 – 15. Weeks per grant cycle Fall: August 1- Dec 31 (13 weeks), Spring: Jan 1 – May 15 (16 weeks), and Summer: May 15-July 31 (10 weeks). Position is grant funded and terminates when funds are expended.

Budget $12 rate/hr. X 10 hrs. @ week X (13+16+10 = 39 weeks) =$ 4,680.00.

Posting process, interview process, and hiring process to be developed by date:

# Criteria preferences

1. Able to work independently and with a group.
2. Highly organized and enjoy taking a methodical and detailed approach to work activities.
3. Respect for and the ability to work with diverse populations.
4. A keen interest in design and a working knowledge of history, education, museum studies, library/archival science, humanities, or a related field.
5. Knowledge of the function of Museums and archiving.
6. Able to develop best practice policies related to collections.
7. Knowledge of documenting and labeling artifacts.
8. A creative flair for displays, exhibitions, and events.
9. Able to visualize, plan, and create two and three-dimensional designs.
10. Educational studies in museum studies, curation, history, museum education, public history, or a related field, plus practical in a museum preferred.
11. General computer and software knowledge, office equipment, scanner, printer, and audio/visual recording devices.

How to Apply:

Complete application and submit resume to

Centro Cultural Hispano de San Marcos, P.O. Box 1553, San Marcos, TX 78667-1553; or email: [Centro@sanmarcoscentro.org](mailto:Centro@sanmarcoscentro.org) or apply at 211 Lee Street, San Marcos, TX 78666.

Centro Cultural Hispano de San Marcos is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website [www.sanmarcoscentro.org](http://www.sanmarcoscentro.org)

Job posting: opens August 16, 2017 – closes August 28, 2017 5:00 pm.

Projected Hire date: September 8, 2017 for Fall Semester