

# The Rosebud Historical Society – Rosebud and District Centennial Museum

## 2022 Assistant Museum Curator Job Description

Under direct supervision, provides support to all day-to-day aspects of the care of museum collections, including assisting in the planning, development, research, and implementation of new or updated collection exhibitions.

### Duties and Responsibilities

1. Schedules and coordinates the routine aspects of day-to-day opening of the museum and performs general housekeeping duties.
2. Maintains and updates accurate records pertaining to the collection.
3. Assists in exhibition curation as directed, to include retrieval of materials, researching and verifying information and generating exhibition copy.
4. Coordinates the safe retrieval and return to storage of collection pieces; assists in the setting up and/or assembly of pieces for display.
5. Provides information and answers or refers questions about the collection as requested.
6. Performs miscellaneous job-related duties as assigned. These may include general cleaning of museum facility and light landscape duties, light financial transactions and interacting with public.

### Minimum Job Requirements

- Completed one year of post-secondary studies, willing to learn, willing to initiate interaction with public, attention to detail.

### Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Records maintenance skills.
- Willing to properly learn and demonstrate appropriate handling, crating, and storage of museum-quality artwork and/or artifacts.
- Proficiency in the use of computers and Microsoft Office software.
- Willingness to follow procedure for exhibit preparation.
- Willing to learn and demonstrate basic museum processes and procedures.
- Ability to understand and follow complex, detailed technical instructions.
- Informational research skills.

### Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 kg or standing and/or walking for more than four (4) hours per day. No or very limited exposure to physical risk. Work may be performed in an office environment, museum environment or field environment.

**The Rosebud & District Centennial Museum provides all training required for Canada Summer Jobs to ensure employee safety.**

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