



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Curator of Education

Museum

Wage: \$22.37/hour

Opening date: 05/02/2024

Closing date: 05/19/2024

JOB SUMMARY

This position is responsible for curating educational programs for the Dacotah Prairie Museum.

MAJOR DUTIES

- Researches, develops, and presents programs on historical subjects to students and community groups and organizations.
- Coordinates the scheduling of programs with area teachers and community groups and organizations.
- Develops new programs that align with the mission of the museum; performs related research; assesses programs to ensure alignment with standards and continued relevance.
- Assigns and supervises the work of assigned staff and volunteers.
- Coordinates the purchase of supplies; inventories, repairs, and maintains all program materials.
- Adjusts, expands, or updates current programs; coordinates and consults with local historians, academic professionals, experts on Native American history, and state historical resources.
- Coordinates and staffs workshops and camps; directs camp helpers; purchases supplies; supervises campers; manages camp and workshop registrations.
- Provides research and educational materials to museum departments.
- Assists with museum special events.
- Opens and closes the museum; welcomes visitors; provides information and assistance; assists customers in the gift shop.
- Provides data analysis and metrics for annual reports.
- Performs related duties.

Equal Opportunity Employer

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of educational program management best practices.
- Knowledge of museum curation principles and practices.
- Knowledge of research and analysis principles and practices.
- Knowledge of age appropriate learning models.
- Knowledge of computers and software programs.
- Knowledge of supervisory principles and practices.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Skill in public speaking.

SUPERVISORY CONTROLS

The Museum Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state educational standards and museum and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative, supervisory, and educational program management duties. The variety of programs and audiences contributes to the complexity of the position.
- The purpose of this position is to develop and deliver educational programs. Successful performance contributes to the historical education of students and community members and assists in the successful execution of the museum's mission and purpose.

CONTACTS

- Contacts are typically with coworkers, other county personnel, volunteers, teachers, students,

members of the news media, representatives of cultural institutions, representatives of Native American groups, academics, vendors, and members of the general public.

- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a museum and at off-site locations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned Curatorial Assistant.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

APPLY BY

Submit Brown County application to:
Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov