



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** History Center Director/Curator
- DEPARTMENT:** Executive & Management Staff
- LOCATION:** Offsite – Wichita Tribal History Center
- REPORTS TO:** Board of Directors Chairman

JOB SUMMARY:

Under direct supervision of the Wichita Tribal History Center Board of Directors Chairman. Provides all day-to-day aspects of the care of a specified museum collection, including planning, development, research, and implementation of collection exhibitions, touring exhibitions, and/or curated exhibitions organized with incoming loans, or touring exhibition.

CORE DUTIES AND RESPONSIBILITIES:

1. Coordinates the safe retrieval and return to storage of collection pieces; directs in the setting up and/or assembly of pieces for display to ensure collections are properly preserved.
2. Schedules and coordinates the routine aspects of day-to-day usage of the collection as appropriate, and performs general housekeeping duties.
3. Develops and organizes new collections to expand and improve educational and research facilities.
4. Maintains and updates accurate records pertaining to the collection, using a computerized collections management system. Develops and updates the History Center website.
5. Maintains records and cataloguing acquisitions. Researches, compiles, and prepares written information about catalogues and publishes information on the History Center website.
6. Performs exhibition curation to include retrieval of materials, researching and verifying information, correspondence with lenders, artist, and donors, and generating exhibition copy.
7. Collaborates with other institutions, provides information, and answers or refers questions about the collection as requested.

8. Performs general collections duties, to include assistance with collection acquisitions and loans, recommendation of works/artifacts for restoration, and participation in day-to-day operational decision making.
9. Composes and submits funding proposals, also actively seeks and applies for funding from additional resources as directed by the Board of Directors.
10. Directly responsible for the overall management of tribal gift shop and all related activities including ordering and selling merchandise, display and pricing of merchandise, and maintaining an accurate and current inventory.
11. Maintains daily receipts and prepares monthly and annual sales (revenue) and expenditure reports.
12. Prepares and submits weekly cash deposits from proceeds of Gift Shop sales as received and according to financial policy and procedure.
13. Supervises staff, docents, and volunteers. Implements personnel functions including interviewing, hiring, training, evaluating work performance, and disciplinary actions.
14. Seeks legal advice as directed by the board.
15. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree from an accredited college/university in Anthropology, Art History, Native American Studies, Historic Preservation, or related field.
2. Must have had at least two (2) years of work experience in a museum, as a curator, or work directly related to the duties and responsibilities specified.
3. Prefer individual with an above average knowledge of the Wichita culture, tradition, custom, and language.
4. Previous experience in the appropriate handling, crating, and storage of museum-quality artwork and/or artifacts.
5. Knowledge of exhibit preparation procedures, basic museum process and procedures.
6. Must possess skills in communication, both oral and written, and have the ability to establish and maintain a working relationship with individuals regarding language and culture.
7. Have the ability to understand and follow complex, detailed technical instructions.
8. Be computer literate and able to operate software for letter processing, spreadsheets, and databases.

9. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

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. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.