

The University of Texas at San Antonio

Job Description

Job Title: Curatorial Researcher
Code: 18086
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures
Reports To: Director of Research, Exhibits, and Collections

Summary

- **Function:** To provide skilled research for interpretive content development activities supporting museum exhibitions and programs.
- **Scope:** Supports activities related to creation of museum exhibitions, developing interpretive materials for various museum activities, and conducts other research in support of mission.

Duties

- **Typical:**
 1. Propose exhibitions, projects, and interpretive programs which align to mission and interpretive emphases of museum.
 2. Conduct academically based research to develop exhibitions and other museum interpretive projects and programs.
 3. Identify, research, and coordinate supporting material culture and artifact content for exhibitions or interpretive programs.
 4. Coordinate with Collections staff to facilitate loans of objects required for exhibition development.
 5. Write exhibition texts, labels, scripts, and other interpretive materials, including oversight of development of supporting elements such as audio-visual productions.
 6. Research, write, edit, or fact check collateral materials related to exhibitions and programs, such as educator guides, gallery guides, publications, etc.
 7. Work as part of a larger team in exhibit development.
 8. Conduct field work and research in support of museum initiatives.
 9. Conduct oral history interviews.
 10. Serve as mentor for university interns within the Department; coordinate with academic departments at the university concerning interns.
 11. Supervise volunteers and interns; may supervise part-time staff or work-study students within the area of responsibility.

- Periodic:
 1. Represent the museum at professional conferences and in professional societies and organizations.
 2. Represent the museum through delivery of occasional talks, presentations, tours, or lectures to academic and community groups, schools, and various stakeholders.
 3. Other duties as assigned.

Education

Required	Preferred
Master's degree in Anthropology, History, Public History, American Studies, Museum Studies or related field.	N/A

Other Requirements

Required	Preferred
Ability to maintain a good, professional working relationship with a variety of academic offices, co-workers, volunteers, students, and the public.	N/A
Capable of handling multiple projects simultaneously.	
Criminal Background Check. (CBC)	

Experience

Required	Preferred
Two years experience conducting research in topics of cultural and historical nature and curation of exhibitions (content development, storyline creation, research, writing, artifact selection, and other curatorial roles) using original or summarized research.	N/A
Proven ability to transform original research or summaries of existing research of complex cultural or historical materials into a variety of interpretive experiences effective to the public.	
Experience working in a museum environment with developing interpretive materials.	

Equipment

Required	Preferred
Ability to use personal computers.	Ability to edit photographic, audio, and video recording files.
Ability to operate basic photographic, audio, and video recording devices in the field or studio.	

Working Conditions

Usual	Special
Typical office working conditions.	May require weekend or evening assignments for occasional special events, programs, and outreach.
	Occasional field work may be required to conduct research or collect oral histories, and potential for overnight travel when such occasions exists.

Supervision

Received	Given
General and specific instruction from the Lead Curatorial Researcher and/or Department Director.	General and specific supervision of interns, part-time staff, and volunteers.

Accuracy

Accurate in all phases of the work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.