

The University of Texas at San Antonio

Job Description

Job Title: Lead Curatorial Researcher
Code: 18087
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures
Reports To: Director of Research, Exhibits, and Collections

Summary

- Function: To provide highly skilled research and interpretive content development services for museum exhibitions and programs, and administer research and content development activities.
- Scope: Responsible for curating museum exhibitions, developing interpretive materials for various museum activities, and conducting 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. Coordinator 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. Conduct field work and research in support of museum initiatives.
 8. Conduct oral history interviews and oversee Oral History Program activities.
 9. Supervise reporting staff working in research/content development.
 10. Serve as mentor for university interns within the Department; coordinate with academic departments at the university concerning interns.
 11. Supervise volunteers working within the area of responsibility.
- Periodic:

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| <ol style="list-style-type: none"> 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. |
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Education

Required	Preferred
Master’s degree in Anthropology, History, Public History, American Studies, Museum Studies or related field.	PhD in Anthropology, History, Public History, American Studies, Museum Studies or related field.

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
Four 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
Excellent computer skills and the ability to use standard office machines.	N/A
Knowledge of the operation of basic equipment used in the field (i.e. basic photographic, audio, and video recording devices).	

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 Department Director.	General and specific supervision of reporting staff, interns, 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.
