

PARK MANAGER / CURATOR

GRADE 31

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs responsible paraprofessional and administrative work operating and maintaining a community park, museum and related exhibits; does related work as required. This position is designated an "Essential Personnel", requiring that employees respond and report to normal and after hours emergencies including inclement weather events, building emergencies, etc. Work is performed under general supervision. Supervision is exercised over subordinate personnel and volunteers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing museum, park buildings and grounds; plans, schedules and implements collection management, research, acquisitions and education; maintains and ensures security, storage and climate control; prepares and maintains files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs and oversees museum and/or park, building and grounds activities, maintenance, repair, construction and use.
- Supervises, directs, counsels, disciplines and evaluates assigned staff; processes employee concerns/problems.
- Prepares, presents and hosts programs, lectures and activities for museum and park-docent.
- Creates and utilizes curriculum guide for visiting school children with state mandated standards of learning in mind.
- Maintains fiscal and program records for park; maintains and monitors records for park rentals and leases;
- Acquires, catalogs, and displays artifacts for gold mining museum; maintains acquisition record for historical artifacts.
- Researches historical information related to gold mining; oversees the content of the parks website; serves as liaison to federal, state and local historical organizations.
- Develops and evaluates interpretive material and signage.
- Develops and utilizes park's program of public relations; meets with and presents programs for various community outreach programs.
- Researches and prepares proposals for and administers grants; solicits in-fund donations and participates in various fundraising activities.
- Maintains park residence and park facilities; mows grass and maintains landscaping; cleans picnic shelters; empties trash; power washes facilities; cleans restrooms; patrols park areas for violations; responds to first aid emergencies; investigates park incidents.
- Oversees parks physical development including roadways, parking areas, interpretive areas, etc.; assists with the development of specifications and requests for proposals for various contractual services.
- Prepares various administrative and statistical reports; maintains program records and files; oversees the preparation of park brochures and related promotional information.
- Participates on assigned teams.
- Achieves annual training goals.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices, methods, techniques and equipment used in museum curatorial work including the research, display and care of artifacts and objects; ability to develop and direct programs and activities; ability to communicate ideas effectively both orally and in writing; ability to conduct historical research; ability to plan, supervise and train volunteers and subordinates; ability to prepare detailed inventories and related records and reports; ability to establish and maintain effective working relationships with community groups, donors, volunteers and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Museum Studies, Recreation Administration or related field and some professional experience in museum work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of First Aid, CPR and AED certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.