

**Sauk County Historical Society
Job Description**

Position: Curator .
FTE: Full time

Supervisor: Executive Director
Classification: Hourly, Non-exempt

- I. Curation
 - A. Review and either accept or decline artifact and archival donations based upon the mission statement and collection policy.
 - B. Review collection and deaccession policies and recommend changes.
 - C. Construct exhibits -- permanent, temporary, and traveling
 - D. Oversee archival and artifact collections conservation
 - E. Oversee cataloging and collections organization
 - F. Perform historical research as needed
 - G. Assist researchers when requested
 - H. Oversee cleaning of museum

- II. Education Program
 - A. Develop and maintain diverse programs with area schools including university, elementary, and high school students
 - B. Coordinate volunteers for educational outreach
 - C. Develop and maintain lecture programs and adult education programs
 - D. Supervise interns

- III. Public Relations and Outreach
 - A. Represent the agency at community and governmental meetings as needed
 - B. Provide assistance with public events, when appropriate
 - C. Provide support to other historical organizations within Sauk County as requested
 - D. Provide articles for our newsletter and local media
 - E. Coordinate and conduct special tours of the museum for outside groups
 - F. Coordinate collaborative relationship with UW- Baraboo/Sauk County

- IV. Administrative Duties
 - A. Supervise collection and education volunteers
 - B. Assist with historical correspondence
 - C. Assist Executive Director with grant writing as requested
 - D. Other duties as requested by the Executive Director
 - E. Work with Executive Director and Board to develop yearly calendar of events
 - F. Provide monthly report to the board