



## **JOB DESCRIPTION: Phoenix Police Museum Curator**

*The Phoenix Police Museum is an Equal Opportunity Employer and does not discriminate against candidates or employees because of disability, sex, gender, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*

### **POSITION HIGHLIGHTS:**

The Police Museum Curator develops and manages historic law enforcement collections, researching, acquiring and preserving artifacts, while creating engaging exhibits and educational programs to convey the history of the Phoenix Police Department for the public. This involves tasks like exhibit design, public speaking, grant writing and management, working on and within budgets and directing staff and volunteers. The Museum Curator develops major fund-raising activities and coordinates with the Museum Operations Manager for planning and staffing major events. Work is performed with considerable independence under the general direction from the Board of Directors. Incumbent must be motivated about learning the history of the Phoenix Police Department and preserving its history.

### **SUPERVISION RECEIVED/GIVEN:**

- The incumbent will coordinate with the Museum's Board of Directors (Executive Director) and Museum Operations Manager.
- May be required to supervise other professionals, volunteers, or office staff.

### **DUTIES AND RESPONSIBILITIES:**

#### **Exhibition Curation and Public Information:**

- Conducts research on collections and acquisitions, documents and interprets collections.
- Plans and contribute to the curation of a variety of exhibitions in permanent collection galleries and temporary exhibition galleries.
- Coordinates all aspects of internal and traveling exhibitions, supports exhibition planning and related acquisitions, publications, and grant applications.
- Keeps records of past exhibitions/installations and correspondence.



- Supervises the accessioning, deaccessioning, cataloging, preservation, indexing and storing of artifacts.
- Supervises the design and preparation of museum exhibits and displays,
- Provides technical information and lectures to classes and tours concerning early Phoenix and police history.
- Working alongside the Operations Manager, contributes informational articles for the Museum's newsletter and social media sites.

#### **Contributions to Museum and Profession:**

- Conducts outreach to increase awareness and appreciation of collection through educational programs and other professional activities.
- Conducts original research, provide historical context for current law enforcement related events.
- Works with collections-related professionals, including conservators, classes and visiting scholars.
- Assists as point person with outside scholars, museum personnel, researchers, donors, and the general public by answering requests for information regarding collections and museum policies and procedures.
- Collaborates with outside/community agencies.

#### **Acquisitions and Collection Development:**

- Supports acquisitions research, documentation, and proposal development.
- Assists in maintaining and implementing the museum's collection plan and collections management policies.
- Contributes to relationship-building efforts with donors, collectors, and partners in coordination with senior staff.
- Assist with preparing and managing budgets, preparing written reports and forms related to museum operations.
- Collaborates with Museum Executive Director, Museum Manager and volunteers on collection-related initiatives.

#### **Administrative & Documentation Support:**

- Maintains accurate curatorial records, exhibition documentation, and database entries into the Museum cataloging software.



- Oversees the development and implementation of an automated inventory system for the collection.
- Assists with condition reporting coordination, and publication materials.
- Attend museum association meetings and downtown Phoenix business partner meetings.
- Assist with developing and implement publicity and marketing strategies for the museum to include social media platforms.
- Other duties as assigned

#### **Knowledge, Skills, and Abilities (KSAs):**

- Proven knowledge of curatorial standards and professional museum best practices;
- Self-motivated and highly organized with strong attention to detail;
- Strong verbal and written communication skills;
- Familiarity with collections databases;
- Diplomatic professional behavior and respect for confidentiality;
- Experience working collaboratively in a team environment as well as independently;
- Ability to effectively handle multiple responsibilities, manage time effectively, and prioritize.
- Collaborative and team-driven work ethic;

#### **Additional Requirements:**

- Incumbent must pass a background check conducted by the Museum and/or Phoenix Police Department,
- The position may require the use of personal or museum vehicles on Museum business. Individuals must be physically capable of operating the vehicles safely, possess a valid Arizona driver's license, maintain personal vehicle insurance and have an acceptable driving record.
- Acknowledge by signature and abide by the *Phoenix Police Museum Code of Ethics and Conflict of Interest Policy*.
- Physically perform the duties of the job to include:
  - Visual acuity, color perception, close vision, accurate depth perception.
  - Very frequent sitting, standing and walking.



- Frequently lifting less than 20 pounds, pushing and pulling, keyboarding and gripping, occasionally lifting, pulling or pushing 50 pounds.
- Occasional balancing, reaching overhead, climbing stairs and ladders, and driving.

### **Minimum Qualifications:**

- Bachelor's degree in Art History, Museum Studies, or a related field; or equivalent advanced learning attained through professional level experience required, or-
- Minimum of 3 years of relevant work experience, or equivalent combination of education and work experience.
- Office and computer skills sufficient to function in the professional role, such as MS Office Suite, Adobe Creative suite, AutoCAD, SketchUp, ESRI Storymaps or similar website templates.
- Produce written documents in English using proper sentence construction, punctuation, and grammar.
- Regular and reliable attendance required.

### **Preferred Qualifications:**

- One year of leadership and supervisory experience.
- Curatorial experience in museums, galleries, or related institutions.
- Grant-writing experience.
- Evidence of well-developed time-management.

*This job posting reflects the general nature and level of work expected of the selected candidate. It is not intended to be an exhaustive list of all duties and responsibilities. The institution reserves the right to amend or update this description as organizational priorities and institutional needs evolve.*