



JOB DESCRIPTION: Phoenix Police Museum Curator

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification

EEO Statement- *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.*

1. DEFINITION:

- a. The Police Museum Curator develops and manages historic law enforcement collections, researching, acquiring and preserving artifacts, while creating engaging exhibits and educational programs to interpret the history of the Phoenix Police Department for the public. This involves tasks like exhibit design, public speaking, grant writing and management, managing budgets and leading 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.

2. SUPERVISION RECEIVED/GIVEN:

- a. Strategic Leadership is received from the Museum's Board of Directors (Executive Director).
- b. Supervision may be exercised over other professionals, volunteers or office staff.

3. EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- a. **Collection Management:**
 - i. Conduct research to authenticate and document items
 - ii. Supervises the accessioning, deaccessioning, cataloging, preservation, indexing and storing of artifacts.



- iii. Oversees the development and implementation of an automated inventory system for the collections

b. Education and Outreach

- i. Oversees the development and coordination of museum tours, workshops and educational programs.
- ii. Make public presentations and promote the museum's mission.

c. Research and Publication

- i. Conduct original research, provide historical context for current law enforcement events.
- ii. Develop and conduct periodic review of Museum policies and standards
- iii. Supervises the design and preparation of museum exhibits and displays,
- iv. Provides technical information and lectures to classes and tours concerning early Phoenix and police history
- v. Contribute informational articles for the Museum's newsletter and social media sites.

d. Administration

- i. Assist with preparing and managing budgets, preparing written reports and forms related to museum operations.
- ii. Attend museum association meetings and downtown Phoenix business partners meetings,
- iii. Maintain regular and reliable attendance,
- iv. Secures financial support for museum events and daily operations,
- v. Provide leadership to Museum assistants and volunteers,
- vi. Assist with developing and implement publicity and marketing strategies for the museum.

4. KNOWLEDGE, SKILLS AND ABILITIES:

- a. Knowledge of the Phoenix Police Department,



- b. Professional Museum practices and methods, including the proper methods of storing and processing a variety of artifacts or collections and the general care of properties in a historical police museum,
- c. Accessioning, cataloging, indexing and deaccessioning museum collection items,
- d. 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
- e. Ability to use, post, and respond on social media platforms and websites,
- f. Museum exhibitions methods and practices, including the proper method of developing, planning and implementing museum exhibits,
- g. Leadership and supervisory practices necessary for the successful operation of a museum,
- h. Budget preparation, timelines and bookkeeping.

5. Ability to:

- a. Maintain liaison with and current knowledge of regional and national museum standards and trends,
- b. Develop exhibit-related educational programs,
- c. Be tactful and courteous with the public, and deal with sensitive issues related to museum collections,
- d. Produce written documents in the English language using proper sentence construction, punctuation, and grammar,
- e. Communicate orally in the English language by phone or in a one-to-one or group setting,
- f. Work independently and cooperatively in a team environment,
- g. Work safely without presenting a direct threat to self or others.

6. Additional Requirements:

- a. Incumbent must pass a background check conducted by the Museum and/or Phoenix Police Department,
- b. 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.



- c. Acknowledge by signature and abide by the *Phoenix Police Museum Code of Ethics and Conflict of Interest Policy*.
- d. Physically perform the duties of the job to include
 - i. Visual acuity, color perception, close vision, accurate depth perception
 - ii. Very frequent sitting, standing and walking
 - iii. Frequently lifting less than 20 pounds, pushing and pulling, keyboarding and gripping, occasionally lifting, pulling or pushing 50 pounds
 - iv. Occasional balancing, reaching overhead, climbing stairs and ladders and driving
- e. One year of leadership and supervisory experience.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of professional museum experience, including at least a supervisory role, with progressively greater responsibilities of a small museum or a section of a larger museum. A bachelor's degree in a related field is preferred. Other combinations of education and experience which meets minimum qualifications may be substituted.

