

# Museum Curator

## General Description:

Responsible for acquisition, protection, arrangement and maintenance of items in the Larabee House Museum, and throughout the Larabee House areas that are open to the public.

## Duties:

1. Acquire items for the Larabee House and Museum that are appropriate to the history and that enhance the Museum experience.
2. Create and update Larabee Museum Guide training and set-up documents and operating instructions.
3. Determine how to best display and protect the items, using museum archival protection when possible. Add signage/posters when needed.
4. Rotate items as appropriate.
5. Monthly, clean the Larabee Museum and public areas of the House.
6. Observe when the Museum needs physical improvement and inform staff.
7. Periodically visit the House to ensure items are in their proper place, not damaged, destroyed or moved.
8. Create signage for items on display.
9. Participate in writing outdoor signage for the House and Museum.
10. Interface with the County and other organizations as it pertains to the Museum.
11. Participate in meetings with the History Team.

## Specific Skills:

1. Strong organizational skills
2. Self-motivated
3. Ability to work alone or with helpers
4. Museum archival skills (optional)
5. Computer graphics skills

## Time Required:

Four hours/month

## Recommended Term:

Two years, more if desired