ROCKY RIVER PUBLIC LIBRARY
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Curator/Historian</th>
<th>FLSA Status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Director</td>
<td>Pay Grade:</td>
<td>18</td>
</tr>
<tr>
<td>Department:</td>
<td>Administration</td>
<td>Last Revision:</td>
<td>08.13</td>
</tr>
<tr>
<td>Approved By:</td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

PURPOSE

Responsible for display, preservation, acquisition, organization, and promotion of the Cowan Pottery collection and the Cowan Pottery Museum. Responsible for coordination of miscellaneous historical projects related to Rocky River Public Library and the city of Rocky River.

ESSENTIAL JOB FUNCTIONS

1. Coordinates operational activities for the Cowan Pottery Museum and the Library’s collection of art works. Plans operating procedures and policies. Provides input on budget and expenditures. Maintains inventory data in electronic databases and hard copy accession log. Maintains a log of daily activities and directory of computer files. Maintains and preserves archives relating to the Cowan family, museum history, artists and technicians. Supervises general appraisal of the pottery and art works collections (approximately every 5 years).
2. Organizes promotional and educational events such as the annual Cowan Pottery Symposium, the annual Cowan Classic Film Festival, and other special events. Collaborates with internal staff to publicize and market the museum and planned events through various media outlets. Creates publicity and promotional materials with the assistance of the marketing staff. Schedules speakers and caterers and acquires equipment.
3. Develops, designs, physically installs and maintains the appearance of collection exhibits, including the cleaning of shelves and doors of all Cowan display cases.
4. Develops preservation plans (including repair) needed for both the pottery and art works collections.
5. Conducts museum tours for staff and public, and provides presentations and programs for individuals and scheduled groups both at the Library and at designated external locations.
6. Handles reference queries related to Cowan Pottery and/or local history.
7. Arranges for loans from the museum to other institutions, and from other institutions to the Cowan Pottery Museum. This includes obtaining the appropriate certificates of insurance, verifying security measures and ensuring that paperwork and packing of items are completed properly.
8. Represents and promotes the museum by attending professional meetings, workshops and conferences at local, state and occasionally national levels.
9. Attends appropriate professional development programs in the areas of art, pottery, archives, museums, library trends, and technology.
10. Participates in staff training opportunities and keeps up with library technology and social media.
11. Interacts regularly with library staff, community officials and organizations, the Cowan Pottery Museum Associates, customers and the general public.
12. Assists with the Library’s archives and historical activities.
13. Assists at Reference Desk or other public service areas as needed.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience
Job Description
Job Title: Cowan Pottery Curator

1. Master’s degree with emphasis in art, museum studies, history, or library science; or equivalent combination of education and experience.
2. Excellent customer service skills and high attention to detail required, as well as a sense of vision and a global overview of the curator/historian position and the library/museum.
3. Creative approach to problem-solving, goal-setting, and strategic planning.
4. Experience with planning and creating exhibits.
5. Two or more years related experience in archives, museums, or special collections.

Knowledge, Skills, Abilities and Personal Characteristics

1. Working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Publisher, and Access) as well as familiarity with desktop publishing, and intranet and internet usage.
2. Ability to use library technology systems including personal computer, mobile devices, software programs, online catalogs, and other job-related equipment.
3. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
4. Ability to manage and prioritize multiple tasks and assignments.
5. Ability to resolve moderately complex problems.
6. Ability to express self effectively and concisely, orally, in writing and in a group setting.
7. Ability to deal tactfully and effectively with public, staff and patrons.
8. Ability to be a self-starter and work independently with minimal direction.
9. Possession of proven and excellent writing skills

Certifications, Licenses, Registrations
N/A

PREFERRED QUALIFICATIONS

1. Public library experience.
2. Academic background in art and history
3. Knowledge of local history
4. Familiarity with technology trends and social media

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Also requires the ability to communicate and exchange information, collect, compile and prepare work documents, set up and maintain work files. Must be able to lift at least 30 pounds to set up and move collection displays. Travel by personal automobile is required regularly, occasionally overnight.

WORKING CONDITIONS

Work performed in a general office environment. May require availability for extended hours during peak periods. Requires periodic attendance in and participation at Library events, meetings, and other team efforts.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Rocky River Public Library. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and
responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EMPLOYEE ACKNOWLEDGMENT

I have read this job description and discussed it with my supervisor.

_____________________________________ ____________________
Employee  Date

_____________________________________ ____________________
Supervisor  Date