



Job Posting FINAL

Title: Assistant Curator I - Registrar

The Littleton Museum has an opportunity for museum professional to join the team as Assistant Curator I and contribute to a community museum dedicated to creating exhibits, events, and programs that provide immersive experiences in history, art, and culture.

The Assistant Curator is responsible for all aspects of registration, cataloging, and documentation of museum collections. The ideal candidate is passionate about local history and culture, has strong communication and organization skills, and an eye for details.

The City of Littleton is a vibrant community south of Denver and is consistently voted as one of [America's Best Small Cities](#), and one of Colorado's top five places to [Raise a Family](#). Home to a vibrant and historic downtown, and a variety of shopping venues, restaurants, parks and trails, there is a lot to offer to the wonderful people who live and work here. The City of Littleton offers outstanding benefits and perks to our employees. For more information, please see the [2023 Benefit Guide](#).

The City of Littleton believes in attracting and retaining the best talent and our strategies include **hiring in at market pay** and creating career development opportunities. In addition to your application, please submit a cover letter that describes why you are the best candidate for this position with the City of Littleton.

Salary range: \$25 - \$28 per hour

This full-time is non-exempt per FLSA and is eligible for overtime compensation.

Work Schedule: This full-time position will work 8:00 a.m. to 5:00 p.m., Monday through Friday. Must be available to work nights and weekends. Overtime opportunities are available throughout the year for special events and projects.

APPLICATION DEADLINE OPTIONS:

Application Deadline: Applications will be accepted until finalists are identified or the position is filled, but **preference will be given to complete applications received by Friday, September 15, 2023**. Those who do not apply by this date may or may not be considered.

To apply, please visit: <https://careers.littletongov.org>

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Registers, catalogs, marks and stores all artifacts in accordance with current professional museum practices.
- Generates and updates documentation of donor files, loans, contracts, and location changes.
- Retrieves artifacts for loan purposes and maintains incoming and outgoing loan agreements.

- Assists in the training, supervision, and coordination of volunteers and interns.
- Prepares artifacts for exhibits and maintains paperwork and follows procedures relevant to collection while on exhibit.
- Assesses storage areas and makes improvements for efficiency and artifact safety.
- Maintains climate control and pest monitoring procedures and assists with security and track maintenance problems.
- Assists visitors with research and requests including photos, documents, books, and microfilm.
- Periodically assists with exhibit construction, sits on city committees and state/regional museum boards and on occasion may represent the curator in their absence.
- May serve as an Emergency Worker.
- Performs other related assignments and projects as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Museum Studies, History, Conservation, Art History, Cultural Studies, or a related subject; and
- Three (3) years of related work experience; or
- An equivalent combination of education, training and work experience that produces the knowledge, skill, and ability to perform the essential duties and responsibilities of the position.
- Must be able to pass a pre-employment criminal background check.

Preferred Qualifications:

- Preference will be given to candidates with advanced degrees and certifications, experience in municipal or other governmental museums, or a combination of both.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of museum specific registration methods and collection management principles, applications, and materials as well as basic knowledge of historical and related field research methods.
- Knowledge of conservation/preservation methods, general computer usage, computerized museum collection management systems, and ethical museum practices and behavior.
- Knowledge, skills, and abilities involving computer operations that include general word processing and spreadsheet applications and solid background with computerized museum collection management system.
- Skills and abilities in articulating current museum practices and procedures in order to provide direction and supervision for volunteers and other staff members.
- Skills and abilities with general communication skills used when answering the telephone and addressing customer and staff questions.
- Skills and abilities for report writing, preparing correspondence, and creating instruction manuals.
- Ability to complete more complex tasks and projects.
- Ability to demonstrate initiative and sound judgment.
- Ability to work independently with little supervision.

WORKING ENVIRONMENT & PHYSICAL ACTIVITIES:

- Physical activities required to perform essential duties include frequent/daily lifting and carrying artifacts of various sizes and configurations weighing up to 25 pounds with or without assistance.
- Work is performed indoors in a museum collection building that includes a laboratory, office, and warehouse-type storage areas and outdoors on the museum grounds during special museum events.