

**Job Description: Curator, Plains Indian Museum**

**Department: Curatorial**

**Date: July 2021**

**Position Reports To: Director of CEM**

**Status: Exempt / Full-Time**

**Summary:**

The Plains Indian Museum Curator is an advocate for the physical and cultural integrity of the Plains Indian Museum collections as a collaborative leader working with ideas, communities and programs in advancing the Center's mission.

**Job Duties:**

- Serve as representative of the Plains Indian Museum in its interactions with the public, Center members, Advisory and Board Members, partners, researchers, supporters, and other constituents to build reputation and relationships for Center and Plains Indian Museum.
- Maintain key relationships with Center staff, Center trustees and advisors, donors, collectors, lenders, scholars and peers, artists, foundations and grant-making organizations, and community groups.
- Build positive relationships and visibility in order to advance awareness of the Center's critical role in American Indian histories, arts and cultures through outreach to Native and non-Native communities
- As the primary spokesperson for the PIM, create, promote and share accurate, innovative and engaging information and original research in area of expertise through diverse media. Direct and oversee research undertaken by Plains Indian Museum.
- Assume an active role in research and development of interpretation and programming for exhibitions, programs and events working with Curatorial, Interpretive Education and other staff.
- Work with internal and external partners in furthering the educational goal of inclusion of American Indian culture and history in state and national curriculum standards.
- Lead development, stewardship and curation of the PIM's permanent collection.
- Determine acquisitions, deaccessions, and incoming and outgoing loans in accordance with PIM collecting guidelines and Center policy.
- Provide knowledge, guidance and technical assistance on topics and preservation issues specific to Native cultures, histories, spirituality and art.
- Serve as the Center's NAGPRA representative to ensure Center's ongoing compliance with NAGPRA in legal terms and spiritual considerations.

- Collaboratively manage the care, storage, conservation, and documentation of objects for collection.
- Actively participate in Strategic Planning, fundraising, grant writing, and planning and support of PIM and Center initiatives.
- Promote and assure compliance with Center Policies & Procedures, as well as with current professional standards.
- Works with Center leadership to create collaborative inter-disciplinary projects that forward the mission of the Center.

**Competencies:**

- Comprehensive and detailed knowledge of the field of American Indian history and art, contemporary Native arts and cultures, and demonstrated commitment to communication of ideas and high-quality research and discourse.
- Ability to be a strong leader and manager.
- Cultural awareness and strong interpersonal skills.
- Creative strengths and aptitude in interpretation and exhibition development.
- Thorough knowledge and understanding of museum and curatorial functions, ethics, and laws including NAGPRA and laws relevant to American Indian collections.
- Demonstrated organizational and interpersonal skills, including experience in dealing with the public and scholarly communities.
- Ability to create budgets and forward plans for departmental functions and complex collaborative projects.
- Maintain professionalism in representing the Center.
- Excellent verbal and written skills.
- Proficient in Microsoft Office Suite or related software
- Aptitude in collections databases.

**Supervisory Responsibilities:**

Curatorial Assistant, Plains Indian Museum; Native Education Outreach Specialist; volunteers and interns.

**Required Education and Experience:**

- A Master's degree in the fields of Native Art History, Anthropology, Native American Studies or History, or related field/s.
- A minimum of 5 years' experience gained within a cultural heritage institution.
- A minimum of 3 years of supervisory and managerial experience.

- Comprehensive and detailed knowledge of the fields of Native cultures, histories, and arts from past through present and related collections.
- Demonstrated commitment to analytic and creative expression of ideas to diverse audiences through written work and presentations.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EEO Statement:**

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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### POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking			X	
Bending Over			X	
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 70lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills			X	
Eye/Hand Coord.				X
Near Vision				X
Far Vision			X	
Color Recognition			X	
Hearing			X	

### ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside			X
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners			X
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces		X	
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equip.		X	
Climbing on Scaffolds or ladders			X