

Job Description: Curatorial Assistant

Date: Spring 2025
Title: Curatorial Assistant
Department: Plains Indian Museum
Position Reports To: Curator, PIM
Status: Non-Exempt / Full-Time

Summary: Supports collections management and research, content development and dissemination, educational and outreach activities, and programs connected to the strategic mission of the Plains Indian Museum (PIM) and the Buffalo Bill Center of the West (Center).

Job Duties:

- Helps manage PIM collections-based activities, including acquisitions, deaccessions, and loans; updates collections databases; participates in stewardship of collections on exhibition and in vault storage.
- Collaborates and facilitates outreach and programming with staff, advisors, volunteers, interns, teachers, students, and community members.
- Develops exhibition and program content for the PIM with Curatorial and Interpretive Education staff members, including curriculum-based content aligned with Indian Education for All initiative.
- Assists with federal compliance under the Native American Graves Protection and Repatriation Act (NAGPRA).
- Responds to internal and external research requests, and general public inquiries.
- Develops and shares content through creative, original research utilizing a variety of outlets, including social media and public speaking.
- Works collaboratively with development staff to research funding sources and assists in writing grants and reporting, and fundraising activities to support Center programs.
- Assists Curator in preparing and monitoring annual budgets.
- Supports volunteers, interns, and temporary or contract staff.

Competencies:

- Ability to develop and maintain professional relationships with diverse communities and audiences.
- Proficient in collections object handling and management.
- Strong organizational, administrative, and time management skills.
- Discretion and good judgment.
- Excellent written/oral communications, and research skills.
- Ability to work independently and with minimal supervision.
- Proficient in Microsoft Office Suite with basic knowledge of collections databases.
- Ability and willingness to learn institutional databases.

Supervisory Responsibilities:

- May assist in overseeing volunteers, interns, and temporary or contract staff.

Required Education and Experience:

- Bachelor's degree in museum studies, or Native American/Indigenous Studies, or related content area.
- Two years of experience in a museum, gallery, or related cultural organization with curatorial or collections emphasis.
- Demonstrated knowledge of or work with tribal communities.

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				
10 lbs or less			X	
11 lbs to 25 lbs		X		
26 lbs to 50 lbs		X		
51 lbs to 70 lbs	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 Equipment			X
Climbing on Scaffolds or Ladders (Step Stool)			X