

PRUYN HOUSE CURATOR

DISTINGUISHING FEATURES OF THE CLASS: The Pruyn House Curator is responsible for advancing the Town's mission and goals for the Pruyn House as a cultural center. The Curator will work with the Friends of Pruyn House (FPH) creating exhibitions, programs, and outreach. The Curator creates, develops, and delivers educational, historical, and cultural programming. The Curator is also responsible for the oversight and care of the Pruyn House facilities. The incumbent reports to the Library Director and completes all projects and initiatives under the direction of the Town Supervisor. The incumbent works with and maintains effective working relationships with the FPH and its committees. Supervision may be exercised over clerical and program aide staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Develops, creates, and delivers educational, historical, and cultural programming and tours related to the Pruyn House;

Builds and fosters relationships with Town educational and civic institutions to provide programming specific to their individual areas of study and interest;

Builds and fosters relationships with similar institutions to collaborate on and enhance community programming opportunities;

Curates' exhibitions and cares for, stores and handles objects for the purpose of exhibition and programming consistent with the Town's mission and considering the policies of the FPH Collections Committee;

Conducts or supervises activities related to the maintenance, preservation, and/or rehabilitation of the Pruyn House, related structures and grounds, collections, furnishings, and artifacts;

Prepares and administers the annual budget in collaboration with Town officials and with the treasurer and finance committee of FPH;

Researches funding sources, prepares grant applications, and administers grants, working with the Town's Funding Resource Associate;

Develops underwriting and sponsorship opportunities for Pruyn House events and programs;

Prepares reports and maintains financial records in accordance with Town, State and Federal requirements;

Creates educational and promotional materials which includes contributing to the FPH Newsletter;

Reviews and updates social media and website information;

In consultation with the Town Supervisor, develops and maintains productive working relationships with local print and broadcast media;

Develops events and programs to increase citizen involvement and encourage volunteering at the Pruyn House complex;

Plans trips and displays in coordination with the FPH and related community organizations;

Participates in FPH Committee and Board meetings and prepares reports as needed;

Arranges staff schedules and maintains employee time-keeping records;

Coordinates with other Town departments in regard to events and facility cleaning and maintenance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices applied in the operation of a historical/cultural institution; ability to conduct research and prepare and deliver compelling educational programming; ability to prepare cogent written material and deliver oral presentations; ability to use technology and applications for programming, record-keeping, financial spreadsheets, virtual meetings, scheduling and communications; ability to maintain financial records; ability to develop and maintain effective working relationships with the FPH, representatives of historical, educational and cultural institutions, and the public; initiative, tact, and courtesy.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in History or Museum Studies, or Bachelor's Degree in Education or a related field with a minor in History or Museum Studies, AND one (1) year of full-time or an equivalent amount of part-time experience working with historical/cultural institutions.

A Master's Degree in Museum Studies may be substituted for the one (1) year of experience.

NOTE: The degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. The candidate must pay the required fee.

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Town of Colonie
Personnel Officer
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