

Curator
JAC: 1001475

The Wisconsin Department of Veterans Affairs
"Making a difference in the lives of Wisconsin Veterans"

The Wisconsin Department of Veterans Affairs is seeking a qualified individual to serve as a Curator for our Veterans Museum. This position is responsible for the fundamental aspects of collections management, as well as developing collections related policy and procedures.

Salary: Starting salary will be \$18.147 per hour (13-1), plus an excellent benefits package. A six month probationary period is required.

Job Duties: This position is primarily responsible for ensuring the proper physical management of the Wisconsin Veterans Museums artifact collections. In coordination with other collections staff, the Collections Manager is responsible for the fundamental aspects of collections management including: ensuring proper storage of artifacts during and after the formal acquisition process; planning organization of storage areas; ensuring that acquisition custody procedures are followed in accordance with collections management policies; cataloguing electronic data relevant to all artifact acquisitions; evaluating objects for exhibit; providing periodic inventories; monitoring transfers; interacting with exhibits team members in the development of exhibits; developing and monitoring the Museum's Disaster Preparedness Plan; monitoring and mitigating environmental threats to the collections, including integrated pest control management; identifying conservation concerns and making appropriate recommendations; and responding to public inquiries.

Special Note: Due to the nature of the position, the Wisconsin Department of Veterans Affairs will conduct background checks on applicants prior to selection.

KSA: This position requires knowledge of museum science, and management of historical collections; artifact collections management, collections development, and conservation methodology; collections management systems; museum cataloging systems and procedures; software programs such as Word and Excel; and object mounts design. Must also possess excellent communications skills.

HOW TO APPLY:

Apply online at <http://Wisc.Jobs>! The online application process has 7 steps.

- **Step 1:** Create an account or enable your existing account if you have applied for State jobs in the past (If you have already created an account you should log in to the system and skip to Step 2). Search for Job announcement 1001475 and go into the announcement.
- **Step 2:** Preview and print the exam now, prepare your responses to the exam, and then return to apply after your responses have been prepared.
- **Step 3:** Search for and open the job announcement. Click on "Apply Now" at the top or bottom of the screen. Review the information in the "My Job Application", make any necessary updates and click on "Submit Personal Information."
- **Step 4:** Complete the information on the Employment Information and Preferences screen. This must be completed to apply for this recruitment. Once complete click the "Update Employment Preferences".
- **Step 5:** Attach your resume to your application. If you don't have a resume downloaded to your job cart yet, follow the instructions on the page to do so.
- **Step 6:** At the "Application Detail" screen click on the "View Exam Option" button, and then the "Take Exam" button on the next screen.
- **Step 7:** When you have completed the exam click "Finalize".

Your responses to the questions are considered an examination and will be used to determine your eligibility for this vacancy. Resumes are not scored and will not be accepted in lieu of exam materials. Exam materials will be screened and those most qualified will be invited to continue in the selection process. Deadline to apply is August 13, 2010.

If you have problems with or are unable to complete the online application process, contact Steve Janisch by phone at 608-266-3344, or email at stephen.janisch@dva.state.wi.us.