

JOB DESCRIPTION MUSEUM COLLECTIONS CURATOR

JOB ROLE DESCRIPTION

Museum Collections Curator is responsible for assembling, cataloguing, managing and presenting/displaying collectables collections in the warehouse/museum.

Assembling: arranging, sorting and assisting with the restoration (by arranging with the Toy Restorer to get the toy(s) or Museum item(s) restored) of collectables collection in the warehouse/museum

Cataloguing: identifying/receiving of collectables and recording them in the Inventory System

Managing and displaying of collectables collections: ensuring collectables are properly cared for and well maintained, sorting out collectables in the warehouse and displaying of the collectables collection in the museum

DUTIES & RESPONSIBILITIES

- Negotiating prices on and buying items from other Collectors
- Maintaining records and cataloguing acquisitions
- Assembling the collectables for collaboration with external partners
- Ensuring that collections are properly preserved
- Facilitates the implementation and execution of museum tours
- Training of docents to execute tours in the museum
- Responsible for cataloguing the Internal Description of all collectibles in the Inventory System
- Responsible for receiving acquisitions coming into the warehouse
- Responsible for preparing weekly reports on cataloguing of collectables to finance department
- Responsible for all operational aspects of the museum (MINT Museum of Toys) and retail shop (MINT Shop)