

Asst Curator Rowan Oak
Role: Asst Curator Rowan Oak



The University of Mississippi



Job Class

Job Class: 254006
Non-Exempt



Definition of Class

This position assists with operational responsibilities of the home of William Faulkner. The incumbent schedules and conducts guided tours, assists in the maintenance of grounds, provides supervision and training to student workers, and manages daily operations in the absence of the curator.



Examples of Work Performed

- Assists with the maintenance and operation of the William Faulkner house, grounds, and surrounding buildings.
- Serves as public information guide for visitors concerning the house and William Faulkner's life and works.
- Answers questions, processes admissions fees, and manages special events for visitors.
- Schedules and conducts guided tours of the house, grounds, and buildings.
- Provides research for displays and exhibits on the property and assists in the research of other scholars and scholarly groups.
- Schedules part-time and student workers and provides guidance and on the job training while managing performance.
- Manages the daily operations in the absence of the curator.
- Performs similar or related duties as assigned or required.



Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Schedules and conducts guided tours.
2. Assists with managing visitor experience and special events.
3. Provides supervision and training of part-time and student workers.

4. Conducts research and provides assistance to researchers pertaining to Rowan Oak history.
5. Manages daily operations in the absence of the curator.

Minimum Education/Experience

Education:

Bachelor's Degree from an accredited four-year college or university in History, Literature, English, or a related Field.

Substitution Statement:

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Competencies

Accepting Direction

Accepting Responsibility

Acquiring Information

Adapting to Change

Pursuing Self-Development

Working Safely

Salary/Wage Information

To learn more about our pay structure and view our salary ranges, click here to visit the Compensation page of our Human Resources website. This link is provided for general pay information. Hourly rate or salary may vary depending on qualifications, experience, and departmental budget. Note: Unclassified positions (faculty, executives, researchers and coaches) do not have established salary ranges.

EEO Statement

The University of Mississippi complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status or genetic information.



Background Check Statement

The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check.