U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	**Associate Curator**
DEPARTMENT:	**Office of Senate Curator**
SALARY RANGE:	**$79,449 - $123,147**
CONTACT	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
POSTING DATE:	**August 14, 2014**
DEADLINE FOR APPLICATIONS:	**September 11, 2014** Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE: Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot

claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet *all* of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

UNITED STATES SENATE
OFFICE OF THE SECRETARY

ASSOCIATE CURATOR

Department: Office of Senate Curator
Reports to: Senate Curator

NATURE OF WORK

This is professional supervisory and academic work administering the collections program of the Office of Senate Curator on behalf of the Senate Commission on Art. Responsibilities include developing and managing collections policies, programs, contracts, and budgets; providing scholarly art and historical research and writing; advising on historic objects and fine art acquisitions to the U.S. Senate Collection; and ensuring that all collections activities adhere to applicable laws, Senate Rules, and museum standards. Work is bound by Secretary of the Senate policy, the Senate Commission on Art, Committee on Rules and Administration, Senate Procurement Regulations, Federal Appropriations Law, the Senate Code of standards of official conduct (codified in Senate Rules and the senate ethic manual), the Foreign Gifts and Decorations Act, and standards established by the American Association of Museums, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general supervision of the Senate Curator.

ESSENTIAL FUNCTIONS

Manages the collections division of the Senate Curator's office to include the Registrar and Collections Specialist and Manager positions; advises Collections Manager to ensure collections management program and conservation projects are in alignment with collections division goals.

Oversees and evaluates registration, conservation, and collections management activities; develops, implements and reviews collections activity and ensures those activities adhere to the Commission's policies and procedures; develops and implements strategies, policies and procedures to ensure the long-term safekeeping of the collections and their associated information. Assigns work, institutes priorities, supervises projects, and evaluates work of staff; establishes yearly objectives and performs feedback and counseling for collections staff; and assists Senate Curator with development of office goals.

Advises Curator regarding acquisitions to the collection; assists with identifying criteria used for accepting objects into the collection; reviews the permanent collection for quality and relevance and recommends decisions on the collection; assists with commissioning portraits and advises on purchases and loans. Conducts scholarly research to support acquisitions, cataloguing, and collections documentation. Reviews and makes recommendations to the Curator on the protection and placement

of all works of art, exhibits, and historical objects in the Senate wing of the Capitol and the Senate office buildings.

Writes, edits, and oversees the production of publications, online exhibits and feature displays, and physical exhibitions which promote the Senate collection. Presents lectures, tours, and interpretation to Senators, their staff, news media, and the general public on the Senate's art and historical collection.

Carries out conservation projects as required; develops scope of work and schedule, and evaluates proposals and recommends courses of action to Curator; provides spending recommendations; negotiates contracts and recommends proposals for Curator approval; inspects and ensures quality of work; notifies Curator of progress or concerns; supervises logistics for conservation projects; and ensures compliance and payment of contracts.

Maintains current knowledge of the Curator office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office setting, with occasional visits to project sites, and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds and climbing ladders and scaffolding to inspect conservation projects.

MINIMUM QUALIFICATIONS

Work requires a Master's Degree in art or American history, museum studies, or a related field, with five to eight years of professional museum and supervisory experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of collections management and museum registration concepts, principles and practices.

Knowledge and experience with information retrieval systems, relevant database programs and electronic documentation technology.

Knowledge of legal and ethical issues involving art and historic objects.

Knowledge of museum standards for the display of artifacts and documents.

Ability to handle and examine art objects.

Knowledge of American Art with special emphasis on nineteenth century fine and decorative arts.

Knowledge of modern methods of supervision and management.

Ability to manage projects and coordinate efforts of multiple crews; and to work collaboratively with Senate staff and outside organizations and institutions.

Ability to plan, supervise and evaluate staff.

Ability to implement operational guidelines and procedures.

Ability to analyze and apply information and formulate recommendations.

Ability to thoroughly research topics and write professional documents for educational purposes.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.