Missouri Department of Transportation Job Description

Job Title: Museum Curator

Title Code: R04273

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office - Design

Effective Date: 08-01-2026

Replaces (Effective Date): 10-01-2024

General Summary

The museum curator performs routine entry-level activities involving curation of all archaeological material and historic documentation related to the historic preservation projects at the Missouri Department of Transportation, including independent cataloging and curation of recent and past complex archaeological excavations. The position assists colleagues and researchers with information pertaining to collections as well as ensuring policies and procedures reflect current curation standards. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Archaeology, Anthropology, Art History, History, Design, Graphic Arts, Museum Studies, Paleontology, or related field.

Special Working Conditions/Job Characteristics

- Knowledge of research methods associated with historical or natural history investigation. Knowledge of the techniques used in the preservation of archaeological objects. Ability to care for and maintain archaeological cultural material and associated archaeological excavation documentation.
- Work location is Rock Bridge Archaeological Curation Facility, Columbia MO
- Telework not available.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in scientific practices, regulatory knowledge, and technical skills taught in formal environmental programs.

Examples of Work

1. Manages collections of archaeological material, historic and curation photography, and all associated documentation.
2. Accessions, catalogs, preserves, and utilizes collections.
3. Assists with the development and implementation of an artifact management program designed to conserve and preserve the collection in a manner consistent with standard museum practices.
4. Assists with the development and implementation of policies and best practices for the curation facility and historic preservation materials.
5. Receives, records, catalogs, and accessions all collection articles in a manner consistent with standard museum practices.
6. Performs other responsibilities as required or assigned.