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JOB DESCRIPTION

Curator of Rowan Oak

**Definition of Class**
This is a professional supervisory position in which the incumbent serves as curator of Rowan Oak, the home of William Faulkner. The incumbent supervises tours of the home and answers questions from guests.

**Examples of Work Performed**
Maintains and operates the William Faulkner house, grounds and surrounding buildings.

Serves as public information director concerning the house and William Faulkner’s life and works.

Conducts guided tours of the house, grounds, and buildings.

Schedules guided tours.

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. Coordinates the maintenance and operation of the William Faulkner House, grounds, and surrounding buildings.
2. Serves as public information director for visitors and classroom teachers.
3. Schedules and conducts guided tours.
5. Assists University in acquiring grants and donations necessary for operation.
6. General housekeeping for a historic home museum according to accepted museum standards.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 75 pounds.
Vision: Requirements of this job includes close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; and walk. The incumbent is periodically required to use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or bend; reach with hands and arms; and talk and hear. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
Master’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.

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