



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

---

### **VACANCY ANNOUNCEMENT**

#### **POSITION**

Assistant Curator

#### **DEPARTMENT**

Office of Senate Curator

#### **SALARY RANGE**

\$81,464 - \$126,266

#### **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

#### **TELEWORK**

This position is eligible for a partial remote work schedule after an initial introductory onsite period.

#### **POSTING DATE**

September 20, 2022

#### **DEADLINE FOR APPLICATIONS**

Open until filled

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

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:

[https://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf)

**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 [resumes@sec.senate.gov](mailto:resumes@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**

---

**ASSISTANT CURATOR**

**Department:** Office of Senate Curator

**Reports to:** Associate Curator

**NATURE OF WORK**

This is professional, technical, and academic work creating, protecting, preserving, and disseminating information on behalf of the Office of Senate Curator and the Senate Commission on Art (the Commission). Work includes providing scholarly art and historical research, writing, and editorial expertise about works of art and historical objects in the U.S. Senate Collection (the Collection); implementing long-range plans and promoting educational outreach priorities; responding to requests by Senate staff and the public about historical objects and historic spaces; and contributing content to the Senate's website, [www.Senate.gov](http://www.Senate.gov). In addition, the Assistant Curator oversees management of tangible gifts deposited with the Secretary of the Senate in compliance with the Foreign Gifts and Decorations Act (5 U.S.C. § 7342).

Work is bound by the Commission; Secretary of the Senate policies and procedures; Senate procurement regulations; federal appropriations law; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; the Senate Committee on Rules and Administration; the Foreign Gifts and Decorations Act; and standards established by the American Alliance of Museums, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Conduct short- and long-term research projects, write content, and contribute to the production of brochures, catalogues, exhibits, and online content about art, historical objects, and historic spaces. Serve as member of Web content team that designs, updates, and maintains content on [Senate.gov](http://Senate.gov). Provide editorial review, as necessary, of correspondence and educational material produced by the office. Advise on potential acquisitions to the Collection.

Educate and collaborate with Senate, public, and professional communities by presenting briefings, lectures, and tours interpretive of the Senate's art and history. Promote educational goals and initiatives that comply with the Commission's legislative directive to make known all works of art, historical objects, and exhibits within the Senate wing of the Capitol and the Senate Office Buildings (2 U.S.C. § 2102).

Administer the rights and reproductions program for images in the Collection; determine legitimacy of use; consult with the Secretary's General Counsel concerning laws governing copyright and public domain; and work with the Curator's Executive Assistant in handling requests as necessary.

Administer the receipt, care, and disposition of foreign gifts under the terms of the Foreign Gifts and Decorations Act (5 U.S.C. § 7342); research inquiries and respond to Senate offices regarding policy and implementation of the act; develop and implement procedures for the disposition of foreign gifts;

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

---

consult with the Secretary's General Counsel and Senate Ethics Committee as needed; and support the Registrar with the annual inventory of foreign gifts.

Support the annual inventory of the ceremonial china service administered by the Commission and occasionally used during diplomatic functions.

Manage unveiling ceremonies sponsored by the Commission.

Support the Secretary of the Senate's requirement to maintain and annually submit a viable Continuity of Operations (COOP) plan for the Office of Senate Curator; maintain current knowledge of the Curator Office's Emergency Action Plan (EAP) and COOP plan; and participate in periodic exercises and drills.

As part of the Secretary's customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, and photocopier.

Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

### **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 experience, and the following knowledge, skills, and abilities:

Knowledge of American art and material culture with special emphasis on 19th- and 20th-century fine and decorative arts.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Demonstrated knowledge of the needs, methods, and techniques of scholarly art and historical research, including knowledge of print and electronic sources.

Skill in writing articles, essays, or research papers for both general and specialized audiences.

Knowledge of current collections management practices and principles, including, but not limited to, inventory, copyright, and intellectual property.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

---

Familiarity with graphic design, desktop publishing, and digital-imaging applications.

Ability to work collaboratively with curators, editors, historians, webmasters and developers, Senate staff from other offices, and outside organizations and institutions.

Ability to deal with others using tact and diplomacy.

Ability to safely handle and examine art objects.

Ability to communicate effectively, both orally and in writing.

**LICENSES, CERTIFICATION, AND OTHER REQUIREMENTS**

None.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*