

Specification for Class of

CURATOR 1

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs journey level professional work in a discipline or department of an historical society/museum.

Typical Work

Provides object or archival research assistance;

Develops, catalogs, organizes, and maintains collections and collection storage areas and provides data entry of records using specialized software; trains staff and volunteers on the use of the system and monitors the data entry;

Recommends collection management policy and procedures;

Leads volunteers in the processing and maintenance of collections; trains volunteers;

Evaluates condition of incoming and outgoing items; processes loans and insurance forms and monitors claims;

Assists in reviewing exhibit design concepts, detailed exhibit design drawings, audio-visual component, and computer software programs;

Assists in gathering archival material, manuscripts, photographs and artifacts;

Constructs artifact mounts for exhibitions; fabricates exhibit structural components working with wood, plastic, and glass; draws and models simple exhibit layouts;

Assists in the development, conceptualization, and evaluation of an exhibit storyline; installs, maintains, and dismantles exhibits; produces exhibit graphics and labels;

Performs testing, monitoring, and maintenance of computer, audio visual, and other interactive equipment in exhibit and educational program areas;

Performs basic photography of collections;

Serves on task forces regarding exhibits, education, collections, or outreach;

Provides written and oral reports to board, staff, and outside groups;

Writes requests for grants;

Provides training in professional museum techniques for staff and volunteers;

Organizes workshops; develops and evaluates educational activities, materials, and programs;

Manages production of communication materials, program newsletters, conference programs, workshop scheduled, fliers, registration forms;

Works with schools and touring services to develop tours for adult and student groups; develops curriculum materials for groups to use in conjunction with museum visits;

Operates and administers museum outreach program to schools and local community groups and other historical societies;

Monitors collection storage environmental systems;

Performs other duties as required.

#### Knowledge and Abilities

Knowledge of: Museum collection management systems and methods; object/archival research; insurance requirements; pest management; disaster planning; environmental requirements for collection preservation; methods, techniques, tools, and materials used in preparation and construction of museum exhibits or historic properties and historic sites; educational theory.

Ability to: Identify and classify museum objects or archival collections; plan and design museum exhibits; manage historical properties; develop and implement educational activities, materials and programs; establish and maintain effective relationships with public and private individuals and groups; express ideas clearly and concisely, orally and in writing; work with volunteer and other groups effectively; lift 30 pounds.

Minimum Qualifications

A Master's degree involving major study in history, museum studies, anthropology, fine arts, art history, education, or closely allied field.

A Bachelor's degree and two years of experience as museum curator or equivalent may be substituted for Master's degree.

OR

Six years of experience as a Museum Assistant or equivalent.

Experience as a Museum Assistant or equivalent will substitute, year for year, for education

New class: 5-1-63

General revision and title change (formerly Curator): 11-1-68

Revised definition, minimum qualifications, general revision:  
5-10-96 (Effective 7-1-96)