

Specification for the Class of

CURATOR 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Responsible for developing and implementing policy, managing department budget, tracking expenditures, long range planning and scheduling, establishing priorities for staff deployment, and evaluating program effectiveness; supervises professional staff.

Typical Work

Prepares cost estimates and projections of future needs and effects proposed actions; reviews budget requests and provides advice on expenditures; audits and approves expenditures, requisitions, and vouchers;

Supervises other employees in historical society/museum departments or disciplines;

Conducts special studies connected with collections, exhibits, and education; prepares scholarly papers resulting from studies;

Develops, implements, and monitors collection management, exhibition, educational, or outreach program policies, programs, activities, or events;

Prepares and maintains administrative and business records;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: museum administration; methods, techniques, tools, and materials used in preparation and construction of museum exhibits or historic properties and sites; principles and techniques of personnel supervision and training; accepted educational theory and practices.

Ability to: identify and classify museum objects or archival collections; plan, design, and construct museum exhibits and restore historic 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; perform administrative duties as required; write technical papers in the subject fields mentioned above; work with volunteer and other groups effectively and supervise volunteers, student workers, and staff members as required; lift 30 pounds.

Minimum Qualifications

A Master's degree involving major study in history, museum studies, fine arts, art history, education, or anthropology, and four years of experience as a museum curator or equivalent.

OR

A Bachelor's degree involving major study in history, art, museum studies, fine arts, art history, education or anthropology and six years of experience as a museum curator or equivalent.

OR

Six years of experience as a Curator 2 or equivalent. Experience as a Curator 2 or equivalent will substitute, year for year, for the education.

New class: Adopted 5-10-96 (Effective 7-1-96)