

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4382

CURATOR I

Abolished Effective February 10, 2006

BASIC FUNCTION

Perform professional level duties in the processing and/or displaying of items in one of the following specific areas: natural history, anthropology, fine arts or history.

DISTINGUISHING CHARACTERISTICS

Under general supervision, handle all professional matters relating to a specific specialty area. This includes, but is not limited to, identification, preservation, cataloging, recommendations for restoration of specimens or art objects and exhibitions.

TYPICAL WORK

Select, identify, preserve and catalog materials in a specialty field;

Conduct special studies concerned with the collection;

Give addresses and lectures to students and/or visiting groups;

Organize storage and location records; plan storage facilities for preservation of materials;

Prepare catalog work sheets for new acquisitions;

Assist administrator in the planning, design and execution of exhibits;

May train and direct volunteers, assistants and student helpers;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree related to assigned collection specialty AND two years of experience assisting with care and preservation of collections, with interpretation of collecting or with display design and execution OR equivalent education/experience.

New Class: 1-15-76

Revise Title & Class: 3-18-76

Revise Class: 4-15-76

Revise Class: 8-4-89