

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36501
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	05	Grade:	11
Workers Comp Code:	9101		

Job Code Established:	01/16/91	Effective Date:	01/16/91
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Historical and Archaeological Resource Management and Development Series

JOB CODE TITLE: CURATORIAL AIDE

HRIS TITLE: CURATORIAL AIDE

CHARACTERISTICS OF THE CLASS: Works under close supervision. Has the authority to assist Museum Curators, Museum Specialists, or Curatorial Assistants in the accomplishment of their tasks. May be required to monitor, coordinate or train docent and volunteer workers. Assists and performs work in such activities as evaluating, cataloging and restoring documents, photographs, books, and other objects; performs historical research and assists in operation of a museum or historical site. Work product consists of Museum or historic site buildings and grounds open to the public in a safe, clean and properly maintained condition; programs, tours, and demonstrations presented and patrons educated and/or entertained; objects, documents, photographs, etc., catalogued and preserved for admission to collection or archive. Responsible for sales of items compatible with museum programs and for successful promotion of history and culture in keeping with theme of museum or historic site.

EXAMPLES OF DUTIES: Opens and closes museums: including raising and lowering flags, lights, and signs; arranging for any needed projection equipment or special supplies for regular and special hours; replenishing handouts and supplies. Conducts in-house tours, gives slide programs, lectures, special programs and exhibits. Establishes and maintains security of building and artifacts on exhibit. Monitors potential security risks and sets alarms. Schedules volunteers and tour guides for in-house duty and walking tours. Assists in scheduling rental functions (correspondence, etc.) and follows up on arrangements (chairs, tables, and caterers) and supervises set ups, takedowns, and security. Monitors and supervises janitorial and maintenance services of buildings and grounds, and contacts respective departments for special follow up services. Performs simple maintenance tasks such as sweeping, cleaning inside and outside public and non-public areas; replenishes supplies, etc. Records cash donations, sales, fees (rental and walking tours), submits money to Comptroller for deposit and submits purchase orders for payments owed and for cash. Responds to requests for historical information. Monitors and counts visitors. Monitors, coordinates and trains volunteer workers, docents and tour guides. Assists various organizations and historically oriented groups during co-sponsored events and coordinates use of facilities. Performs related work as required.

WORK CONDITIONS: Works in an office, laboratory, shop, storage, or archives setting, often in direct contact with museum objects, documents, photographs, etc., requiring practice of proper artifact handling and basic preventive conservation techniques.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Good knowledge of Arizona and regional history; working knowledge of archival principles and procedures; working knowledge of museum operations.

Skill/Ability to: research and limited interpretation of historic resources; interpersonal relationships; oral and written communication techniques; understand and follow oral and written instructions; do historical research; establish and maintain effective working relationships.

Experience and Education: Typical ways to obtain the KSAs would be: Two years of experience in an archives or museum work setting. College-level courses in American history and other social science subjects may be substituted for the required experience on a year-for-year basis. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.