

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36502
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	05	Grade:	15
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 ASSISTANT

HRIS TITLE: CURATORIAL ASST

CHARACTERISTICS OF THE CLASS: Works under general supervision, performs technical and paraprofessional curatorial duties. Has the authority to operate on a daily basis a historic site or for performing tasks associated with the various museum specialties to which assigned. Performs beginning level professional work managing an historical site on a daily basis, or assisting higher level professional museum or archives specialists in such areas as registration, preservation, collections, oral history, exhibits, education, archival and historic archaeology programs and projects. Gradually assumes more difficult and specialized curatorial or archival tasks. Works in an office, laboratory, shop, storage, archive or library setting, often in direct contact with museum objects, documents, and photographs requiring practice of proper artifact handling and the basic principles of preventive conservation. Work product consists of safe, clean, secure, and preserved historic site, museum, or archive. Responsible for ensuring the daily operation, maintenance, and care of an historic site, branch museum or archives, serving with less than full curatorial responsibility for the site. Otherwise assists higher level professional museum specialists in various capacities.

EXAMPLES OF DUTIES: This class is distinguished from the Museum Curator I, Registrar, Preparator, and Archivist by performing less complex, beginning professional work under closer supervision. Responsible for the daily operation of an historic site; assures that site is maintained, clean and safe; schedules use; conducts tours; accounts for revenue from sales or donations; assists in design and installation of exhibits; recommends improvements and changes; and researches historical matters concerning the site. Assist professional museum curators and specialists in registration, preservation, collections, oral history, exhibits, education, archival and historic archaeology programs and projects. Assists in accessioning, processing, arranging and describing archival records; assists in setting priorities and conservation needs; assists state agencies, public and staff regarding availability and location of records collection. Performs, coordinates, or monitors others in oral history projects; schedules, conducts, edits transcripts, catalogues and writes finding aids for oral history projects. Constructs custom enclosures for archival material, i.e., books, photographs and documents. Assists with special events such as conferences, seminars, tours and lectures, workshops, and community events related to museum and historic site. Responds to inquiries from scholars and the general public. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the culture, material culture and history of people of the Southwest; the principles and practices of museum or archive management; registration, preservation, collection, display, historic archaeology and education; oral history principles and techniques.

Skill/Ability to: research and interpretation of historic and cultural resources; museum registration, collections, preservation, and photographic techniques; interpersonal relationships and interview techniques; oral and written communication techniques; historical research and writing short reports and articles; establishing and maintaining effective working relationships.

SPECIAL SELECTION FACTORS: A medical/physical evaluation is required prior to appointment. Two years of experience equivalent to a Curatorial Aide; OR a Bachelor's degree in American history, museum studies, archaeology or related field. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.