

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36504
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	9101		

Job Code Established:	01/16/91	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

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

JOB CODE TITLE: MUSEUM CURATOR I

HRIS TITLE: MUS CURATOR I

WORK DESCRIPTION: Participates in the development and coordination of museum exhibits, programs, and research activities by performing technical and specialized work associated with the daily operation of museums and management of museum collections; or is responsible for work of average difficulty in the management of a small or branch museum. Performs other related work as assigned.

WORK ACTIVITIES: manages a small or branch museum or historic residence, including the preparation of exhibits, scheduling of tours, giving talks and presentations to organizations, schools and other groups. Assures that maintenance and security services are provided. Manages the operation of a photographic archive program. Conducts historical research on historical residence, object collection, exhibit programs, and for interpretive programs, public events, preservation and restoration efforts and fund raising activities. Works with neighborhood, community groups, city and county governments, and with historical society or other governing body members and directors. Plans and organizes exhibits; collects objects and/or obtains on loan for display; coordinates exhibit installation and after closing of exhibit, returns to storage or to lender. Recruits, trains and supervises museum volunteers, docents and gift shop personnel. Requisition and/or orders equipment and supplies for museum gift shop, office and for maintenance of buildings and grounds. May maintain a museum archive and statistical and research file. Responds to inquiries from scholars and the general public. Performs related work as required.

WORK CONDITIONS: Works in an office, exhibit, laboratory, historic site, or storage area often in contact with museum objects requiring practice of proper artifact handling and the basic principles of preventive conservation.

SUPERVISION: Works under the general supervision of a higher level Museum Curator, Director or administrative superior.

WORK RESULTS/PRODUCTS: Making educational use of the objects and documents collected, selected and preserved either in a museum, historic building or residence, or archival setting.

RESPONSIBILITY: For serving as an authority concerning the collection or museum under care.

AUTHORITY: To make decisions necessary to manage the affairs of the museum, historic building or residence, or collection assigned. Decisions involving expenditure of state funds may be reviewed by supervisor before obligation.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Good knowledge of Arizona and regional history, objects and document; Good knowledge of methods utilized in conserving, preparing, storing and exhibiting museum objects and documents; Good knowledge of historical research techniques; Good knowledge of museum policies and procedures; Ability to establish and maintain effective working relationships; Ability to apply sound critical judgment.

Skill/Ability to: Skill in preparing exhibits and in preserving museum objects and documents; Skill in locating objects and documents for collection and/or loan; Skill in registration, cataloging, and archival techniques; Skill in basic photographic techniques and equipment use; Skill in applying and interpreting historic preservation procedures and associated laws and state statutes, and governing board policy and procedures; Skill in oral and written communication techniques; Ability to write detailed reports, grant requests, research reports, etc.

SPECIAL SELECTION FACTORS: A Bachelor's degree in American history, museum studies or related field and one year of experience equivalent to a Curatorial Assistant.