

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36505
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	9101		

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

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

JOB CODE TITLE: MUSEUM CURATOR II

HRIS TITLE: MUS CURATOR II

WORK DESCRIPTION: Performs technical and specialized work in the daily operation of museums, archives and management of collections. Assists in development and coordination of exhibits, programs, and research activities. May also serve as a museum specialist in such areas as collections, historic sites, historic archaeology, manuscripts and archival materials, or education. Performs other related work as assigned.

WORK ACTIVITIES: manages a major or specialized museum or serves as a museum specialist in such areas as collections, registration, conservation, exhibits, historic sites, historic archaeology, manuscripts and archival materials and education. Develops and implements collections management policies. Collects objects, documents and minerals from donors, performing appropriate research to determine identity, authority and value of items. May perform as a collections manager. Assures that registration, cataloging and storage of items is accomplished. Works with schools and community groups on education programs designed or approved by the museum. Works with exhibits staff on exhibit preparation and maintenance assuring that objects are properly labeled, interpreted, secure, and will suffer least possible damage, deterioration, or threat of theft. Monitors security of exhibits and collection storage. Coordinates with neighborhood, community groups, city and county governments, and with historical society or other governing body members and directors. Schedules tours, slide shows, and talks for visitors and special interest groups. Implements collections management policies. Serves on planning committees; writes grant proposals. Maintains a museum archive and statistical and research file. Requisitions and/or orders equipment and supplies for museum gift shop, office and for maintenance of collections, buildings and grounds. Responds to inquiries from scholars and the general public. Performs related work as required.

WORK CONDITIONS: Works in an office, exhibit, archive, 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 collections maintained and the museum assigned, by utilizing or coordinating with the Registrar, Conservator, Exhibits Specialist, and other curators in preserving and presenting objects and information on the collections assigned.

RESPONSIBILITY: For serving as an authority concerning the collections or museum assigned.

AUTHORITY: To make decisions necessary to manage the collection assigned, or to manage the affairs of the assigned museum. Serves on acquisition, deaccession, and loan committees, or may serve as chairperson.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Considerable knowledge of Arizona and regional history, objects and documents; Considerable knowledge of methods utilized in conserving, preparing, storing, and exhibiting museum objects and documents, or minerals; Considerable knowledge of historical research techniques; Considerable knowledge of museum policies and guidelines; Considerable knowledge of registration, conservation, and exhibition techniques and related research.

Skill/Ability to: Skill in identification, acquisition, accession, deaccession, conservation, preservation, registration and cataloging of objects, documents, or mineral specimens; Skill in preparing exhibits; Skill in locating objects, documents, and mineral specimens for collection and/or loan; 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; conduct research; write detailed reports, grant requests, research reports, etc; direct the preparation of exhibits; establish and maintain effective working relationships.

SPECIAL SELECTION FACTORS: A Bachelor's degree in American history, museum studies or related field, and two years of related technical experience; OR one year of experience equivalent to a Museum Curator I. A graduate degree in one of the above fields may substitute for one year of the required technical experience.