

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV36506
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
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 III

HRIS TITLE: MUS CURATOR III

WORK DESCRIPTION: Directs professional museum and other technical personnel in operation of a large museum with branch museums, having substantial public usage. Serves as the Chief Curator and is directly responsible for the care and academic interpretation of all objects and documents belonging to or on loan to the museum.

WORK ACTIVITIES: manages and directs subordinates in the operation of a large museum such as the main museums of the Arizona historical society and the Prescott historical society. Manages programs and activities through subordinate staff involved with the development, registration, conservation, exhibition, and interpretation of the museums collection. Plans and implements exhibits, public programs, promotional activities, and volunteer or docent programs. Maintains professional contacts and liaison with university and museum committees to benefit the museum. Manages museum budget and administers research grants. Develops museum policies, practices and standards. Curates major collections and recommends approval for acquisitions. Responds to scholarly requests and correspondence for research within the scope of museum's historical reference. Serves on planning committees and collection, accession and deaccession committees, and other committees and boards as assigned. Writes requests for proposal, specifications for bid documents and contracts, and negotiates with representatives of professional and personal services as needed for special projects. Performs related work as required.

WORK CONDITIONS: Works in an office, exhibit, laboratory 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 direction of the Director of a Historical Society, performing tasks with significant autonomy. This is the Chief Curator level of the Museum Curator series.

WORK RESULTS/PRODUCTS: Managed, interpreted exhibits, collections, and preservation of museum objects, documents, historic sites; and operation, maintenance, and security of museum physical facilities and structures.

RESPONSIBILITY: For overseeing and managing a large museum with branch museums, such as the main museum of the Arizona Historical Society and the Prescott Historical Society.

AUTHORITY: To make decisions necessary to manage through subordinate staff, a large museum and to direct the programs of associated historical sites. Major changes of program direction, goals, or policy require approval of the Director.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Extensive knowledge of materials, methods, principles, and research techniques in field of history and museum studies; Extensive knowledge of the planning and management of exhibits; Thorough knowledge of Arizona and regional history, objects and documents; Thorough knowledge of historical research techniques; Thorough knowledge of museum artifacts; Thorough knowledge of museum procedures for conservation and registration; Thorough knowledge of collections methods and management; Thorough knowledge of museum policies and guidelines; Considerable knowledge of budget preparation; Considerable knowledge of management techniques; Considerable knowledge of grant proposals and administration.

Skill/Ability to: conducting public relations activities and obtaining donations; identification, accession, deaccession, conservation, and exhibition of historic objects and documents; locating objects and documents for collections and/or loan; developing, applying, and interpreting historic preservation procedures and associated laws and state statutes, and governing board policy and procedures; oral and written communication techniques; establish and maintain effective working relationships.

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