

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36508
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
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 EDUCATION CURATOR

HRIS TITLE: MUS EDUC CURATOR

WORK DESCRIPTION: Plans, develops, and administers history education programs for a large museum having substantial public usage. Coordinates docent/volunteer programs including: training; teaching and supervising docents; overseeing the scheduling of tours; and distributing newsletters. Develops educational curriculum materials.

WORK ACTIVITIES: implements, monitors, and oversees museum education programs in a large museum utilizing docents and/or volunteer workers. Plans and implements events, tours, demonstrations, classes, films, lectures, workshops, training programs, school or other outreach programs in addition to docent and volunteer worker training. Maintains professional contacts and liaison with universities, schools, and museum committees to benefit the museum education program. Supervises docent or volunteer staff. Develops, writes and edits a variety of materials including textbooks, teacher guides, slide-shows, traveling exhibit manuals, letters, speeches, press releases, pamphlets, reports, memos, and conference or workshop programs. Researches historical topics for docent or volunteer worker training, public talks, school curriculum topics, traveling trunks, teacher workshops, textbooks, etc. Attends meetings, planning sessions and conferences. Teaches docent, volunteer workers, and teacher workshops. Designs brochures, conference programs, selects photographs, and performs limited photographic work. Coordinates and monitors printers, graphic artists and photographers. Prepares and makes presentations to the public regarding museum programs, exhibits, and functions. Performs related work as required.

WORK CONDITIONS: Works in an office or exhibits setting.

SUPERVISION: Works under direction of the History Education Program Manager or the Director of a Historical Society.

WORK RESULTS/PRODUCTS: Museum exhibits, events and programs which enhance public access to and understanding and interpretation of the museum collections and resources.

RESPONSIBILITY: For coordinating or directing docents and volunteer worker training and work schedules.

AUTHORITY: To make decisions to direct a large museum program and those at associated historic sites.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: materials, methods, principles, and research techniques in field of history and museum studies; Arizona and regional history; museum education techniques and resources; museum collections; museum policies and procedures; contemporary concepts, methods and practices of education system operation and classroom curricula in Arizona; supervisory techniques and work organization concepts.

Skill/Ability to: conducting and/or arranging tours; using research techniques; teaching and training in individual or group situations; oral and written communication techniques appropriate to various educational levels and objectives; use of audio-visual equipment and use of photographic equipment and techniques; work management and work leadership; the specific methods and techniques required in implementing museum education programs; interpersonal relationships; develop and implement museum education programs, including the preparation and use of short publications, audio-visual aids, public events and showings, and exhibitions.

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