

ASSOCIATE MUSEUM CURATOR

This is professional work supporting the development and maintenance of a curatorial program in a museum of history or house museum complex. Employees function as a generalist or cross program areas in the research, development and advocacy of cultural arts programs such as, military history, community history, costume and textiles, agriculture and industry, politics, socio-economic history, folk life, and educational methodology. Employees may lead the development, research and implementation of a small exhibit or traveling exhibit. Work assignments are interrelated and vary from education, curation, and collection or related program services. Work is performed under the general supervision of a higher level curator or program expert. Employees perform other related duties as required.

I. DIFFICULTY OF WORK:

Variety and Scope – Employees perform a variety of related assignments in a supporting role directed at specific programs or activities. Activities include collecting research in the development of collections, serving as an advocate, assisting in acquisitions and serving as lead in developing small exhibits. Work requires close coordination of activities with others toward the common goal.

Intricacy – Employees apply different work processes requiring analysis in their respective program area. Activities are frequently coordinated with design teams. Accuracy is required in reporting research results.

Subject Matter Complexity – Work requires an understanding and knowledge of the assigned program area(s) and methods associated with research, development and implementation of programs/exhibits.

Guidelines – Courses of action are established with some precedent available. Policies pertaining to the artifact collection are established by the house museum, division or department. Applicable state and federal regulations are observed. Professional guidelines, methods and principles are followed.

II. RESPONSIBILITY:

Nature of Instructions – General work assignments are made through oral and written instructions. New or special projects involve discussion with the supervisor to evaluate priorities and set goals.

Nature of Review – Independence is exercised in daily activities. Work is evaluated periodically for overall performance and adherence to timeliness. Technical review is provided over key functions.

Scope of Decisions – Decisions regarding an exhibit or program affect the credibility of the work unit, individuals and organizations that collaborate with the museum.

Consequence of Decisions – Errors in judgement could result in unnecessary expenditures or delaying of programs already scheduled. The dissemination of incorrect information could result in the loss of credibility for the museum and loss of donations.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts – Employees work with community groups, educational institutions and individuals in determining educational needs, interests and to publicize program activities/exhibits. Employees work on a daily basis with museum staff and other departmental employees. Employees may also have contact with other state and federal agencies depending upon the assigned project.

Nature and Purpose – Contacts are primarily to interpret, relay and exchange information. Contacts with outside groups may be to gain support and explain program goals.

IV. OTHER WORK DEMANDS:

Work Conditions – Work takes place in a museum that includes an office setting, storage facility and exhibit areas.

Hazards – No hazards generally exist in the office setting. Some travel may be required.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities – Thorough knowledge of history and material culture; of standard museum methods regarding conservation, collection, exhibition, design and interpretation; and reference sources of historical materials and the uses of such material. Ability to maintain production/program schedules. Ability to establish and maintain effective working relationships with others. Excellent written and oral communication skills are required.

Minimum Training and Experience Requirements - A master's degree in museum studies, education, history, public history, architectural history, design or specific content area or field of expertise and one year of experience in museum or related work; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.