

## ART MUSEUM ASSISTANT CURATOR

DESCRIPTION OF WORK

Work of this class involves assisting in the development of an educational program for the North Carolina Museum of Art.

Employees are responsible for the educational presentation of the museum collection through guided tours, lectures, assisting in planning and scheduling traveling and regular museum exhibitions, and the preparation of exhibition catalogues.

EXAMPLES OF DUTIES PERFORMED

Plans and schedules guided tours of the museum.

Prepares reference material slides and bibliographies and forwards to schools planning to visit the museum.

Presents educational lectures based on the museum's collection to schools, teachers of art, civic organizations, and docents.

Researches the museum's collection and prepares material for publication in the museum catalogue; prepares special exhibition catalogues.

Assists in all phases of preparing a museum exhibit including unpacking and checking works of arts, arranging and hanging the exhibition, and preparing labels.

Plans and schedules the traveling exhibition including preparation of a catalogue in the specific collection instructions for packing and shipping and installation, and publicity for use by news media.

Performs related work as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

General knowledge of the history of fine arts.

General knowledge of the methods and techniques of effective display of objects of art.

Ability to develop and present an educational program for the museum.

Ability to prepare interpretive material in circular, booklet, and book form.

Ability to research art objects and prepare narrative interpretations.

Ability to prepare correspondence in reply to inquiries from schools, other museums, and the general public.

Ability to establish and maintain effective working relationships with museum and school personnel and the general public.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a major in art history and two years experience in an art museum, or in teaching art history; or an equivalent combination of education and experience.

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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