

I. DESCRIPTION OF WORK

Positions in this banded class may assist curators of museums, planetariums, botanical gardens, and nature centers by performing various preparatory and maintenance tasks on specimens, artifacts, and collection items as well as assisting in the design and construction of exhibits or handle independent departmental exhibits. Positions may also assist curators with research and education programs. Duties include installing, arranging, assembling, and preparing specimens, artifacts and collection items, and determining whether objects need repair and choose the safest most effective method of repair. Duties also include coordinating exhibit installations, assisting with design, constructing displays, dioramas, display cases, and models, and ensuring the availability of necessary materials. Positions are responsible for preparing objects for storage and shipping, proper maintenance and cleaning of objects, and recommending preservation procedures such as control of temperature and humidity. Positions may assist in the development and presentation of educational programs and tours. Positions may oversee the work of part-time staff, volunteers, and temporary workers. Positions may serve as lead workers over a project or program.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform technical/clerical assistance for curatorial and/or research project endeavors. Work assignments are usually in one area such as collection maintenance, art handling, museum lighting, etc. They may also assist higher-level curators in routine processes related to research, educational programs, etc. They work under close supervision of senior-level curators, with limited judgment demands or consequences associated with any work processes.</p>	<p>Positions at this level perform a variety of technical assignments in support of curatorial staff. Work assignments are in areas such as the construction and installation of exhibits from predetermined specifications, and/or processing valuable works of art through receipt, handling, maintenance, display, and storage as specified by curatorial staff. They perform their daily functions independently under the general supervision of professional museum staff to insure adherence to overall design/display specifications and production schedules. Instructions usually indicate only what the desired result should be. They are responsible for planning and implementing work steps to meet desired results. They may oversee contractors (carpenters, painters, electricians) and/or train and oversee the work of part-time workers.</p>	<p>Positions at this level perform professional work related to the design and creation of exhibits and/or assisting in the development of educational programs. They may act as lead workers. They typically serve as primary designer on exhibit teams or lead educator requiring close coordination with others towards a common goal. They exercise their daily activities independently, making decisions regarding the planning, design, production and installation of museum exhibits or training/mentoring presenters and ensuring appropriate educational program content and techniques related to the age, grade and cognitive levels of the clients.</p>

III. COMPETENCIES

Competency	Definition
Knowledge-Professional	Knowledge of specific area(s). Ability to keep current with developments and trends in area(s) of expertise.
Design	Knowledge of design techniques, tools, and principles involved in production of technical plans and models related to exhibiting, storing, and transporting specimens, artifacts, and collection items.
Communication	Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Leading Work Teams	Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Ability to motivate and engage employees through effective communication.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL**Knowledge – Professional**

Knowledge of specific area(s). Ability to keep current with developments and trends in area(s) of expertise.

Contributing	Journey	Advanced
Basic knowledge of the specific area of assignment.	Working knowledge of a variety of areas such as proper maintenance and handling of objects, principles of construction and materials uses, tools and work techniques of the cabinetmaking and carpentry trades, lighting systems and the effects of light, temperature and humidity on objects.	<p>Full knowledge of the program area, (e.g., astronomy, art, natural science, horticulture, etc.).</p> <p>Full knowledge of the methods and techniques of effective display of objects.</p> <p>Knowledge of principles and methods for curriculum and training design, teaching and instruction of individuals and groups.</p>

Definitions:

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

Full knowledge - The broad scope of knowledge on the job that is beyond journey competencies.

Design

Knowledge of design techniques, tools, and principles involved in production of technical plans and models related to exhibiting, storing, and transporting specimens, artifacts, and collection items.

Contributing	Journey	Advanced
N/A	<p>Ability to assist with the design of exhibit and coordinates the construction and installation of exhibits from pre-determined specifications as specified by curatorial staff.</p> <p>Ability to plan and implement work steps to meet the desired results.</p> <p>Ability to recommend changes to the design based on knowledge of construction, lighting, safety, material availability, etc.</p>	<p>Ability to serve as primary designer on exhibit teams.</p> <p>Ability to conceptualize and design an exhibit including space allocations, floor plans, technical drawings, color schemes, graphics, scale models, corresponding layouts and other detailed production instructions, requiring a complete understanding of the methods, policies and techniques associated with the design of exhibits.</p>

Communication

Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to present ideas in a clear, concise, organized manner.</p> <p>Ability to communicate general/routine information to researchers, staff, volunteers, and the public about services, processes, and procedures using prescribed or established guidelines.</p> <p>Ability to refer non-routine questions to appropriate staff.</p>	<p>Ability to communicate, both orally and in writing, with staff and contract personnel regarding capabilities of equipment, materials usage, schematics and other technical issues regarding construction and installation of exhibits.</p> <p>Ability to respond to requests/issues that deviate from standard operating procedures.</p> <p>Ability to recommend design changes based on issues or concerns.</p>	<p>Ability to collaborate with exhibit planning teams and provides technical advice on matters regarding design and construction standards.</p> <p>Ability to resolve all issues and problems related to design and production of exhibits as well as budget, staffing and other administrative issues.</p> <p>Ability to communicate expectations, which may include formal/informal mentoring/training.</p> <p>Ability to interpret and communicate information to meet patron needs.</p> <p>Ability to respond to non-routine inquiries referred by other staff.</p> <p>Ability to assist in the development of narrative scripts for school and public education programs.</p> <p>Ability to prepare lesson plans and co-teach adult and student courses in area of assignment.</p>

Clerical

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Contributing	Journey	Advanced
Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.	See Contributing	See Contributing

Leading Work Teams

Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Ability to motivate and engage employees through effective communication.

Contributing	Journey	Advanced
N/A	<p>Ability to train and oversee volunteers and part-time workers.</p> <p>Ability to oversee carpenters and painters who assist in construction and installation activities.</p> <p>Ability to direct team members effectively and assist them in achieving desired goals.</p>	<p>Ability to effectively share expertise, provide guidance, and convey specialized knowledge to members of the project/program team.</p> <p>Ability to review designs submitted by contractual designers and provide oversight of technical support staff, temporary workers and volunteers.</p> <p>Ability to mentor and train presenters ensuring appropriate educational program content and techniques related to the age, grade and cognitive levels of the clients.</p>

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and one year of experience that demonstrates possession of the competencies necessary to perform the work; or equivalent combination of training and experience.

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