

T I T L E : C U R A T O R ,
COORDINATOR*

CODE: 30453

DEFINITION

This is administrative and supervisory curatorial work in a museum.

Work at this level differs from that of the Senior Curator in that Curatorial Professionals plan and direct curatorial programs, exhibits, historic restorations/recreations, and research projects, or develop and manage educational and interpretative programs for a museum or a historic site. Curatorial work involves all facets of collections management for museums or historical sites including developing and implementing proper storage techniques, developing acquisition policies and procedures, and cataloging and conservation of artifacts. Exhibit curatorial work involves planning, developing, budgeting, and overseeing installation of exhibits. Education/Interpretive curators are responsible for planning and directing the development of museum or historic site education and interpretative programming and outreach programs for a variety of school and public audiences. They also plan and develop teacher-training programs and history curriculum materials.

An employee in this class also organizes and implements programs and policies initiated by the department or site director/manager; conducts or supervises complex research programs for the management of museum holdings, development of exhibits, or the development of educational and interpretative programs. They supervise a professional and technical staff and volunteers engaged in museum or educational activities. Employee works independently under the general direction of a division manager who reviews work through conferences and reports.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Organizes and implements programs and policies initiated by a museum or historic site director/manager.

Supervises complex research projects connected with collections and exhibits for the management of museum or historic site holdings or the development of educational and interpretive programs.

Supervises a professional and technical staff and volunteers engaged in museum or educational activities; trains staff in collections management techniques; develops and implements acquisition policies and procedures; participates in the prioritizing of conservation needs; manages various facets of the operation of a conservation/preservation program.

Develops a comprehensive inventory, cataloging, and storage program for the artifact collections; coordinates participation in overall security measures for the museum or historic site; provides curatorial instruction and preservation management techniques to the staff.

Develops and/or coordinates programs such as museum or historic site tours and outreach programs such as supplement curriculum materials to involve school children and the general public with the museum purpose or subject matter;

Develops orientation materials for visitors and instructional programs for educators and visitors in the use of the resources of the museum or historic site; designs teacher programs on using museum or site archives, or materials to supplement established curricula related to the purpose and subject of the museum or historic site and serves as liaison to educational systems in the state.

Speaks before professional, history, civic, educational, and other groups interested in history of the museum or historic site, and educational and interpretive programming.

Oversees the planning, developing, fabrication, and installation of all permanent and temporary exhibits.

Participates in grant application preparation for the museum or historic site.
Prepares reports and correspondence and maintains records.
Performs related work as assigned.

COMPENSABLE FACTORS (The following statements are provided in order to identify **compensable** factors. Minimum qualifications utilized for selection purposes will be determined as part of an examination job analysis procedure.)

Graduation from a four-year college or university with a bachelor's degree in Education, Museum Studies, Public History, History, Anthropology, Public Archaeology, American Studies, Communication, Interpretation, Recreation or Leisure Studies, Tourism, or a field appropriate to the specialty.

Extensive responsible experience in a museum or historic site or work in the field of specialization including supervisory or administrative experience.

*OPTIONS

003 General

358 Education/Interpretation

REVISED: 2/13/02