

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: MUSEUM CURATOR
DEPARTMENT: MUSEUM
REPORTS TO: MUSEUM DIRECTOR

CLASS CODE: 82025
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Serves as lead worker and performs professional level curator services for the museum, including: designing and coordinating various exhibits; developing marketing materials; managing artifact donations and conservation; developing and maintaining budgets; and collecting, documenting and preserving donated items.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities, including: training in job skills, assigning and directing work, and reporting problems to the supervisor.

Interacts with a variety of individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter and proofs correspondence and related documents of staff.

Updates and maintains complex filing systems and records for accessioned objects, curatorial research and special projects, including: assigning identification and classification numbers; organizing inventories; and updating lists and indexing tools.

Manages all aspects of artifact donations, including: responding to inquiries; picking up items; evaluating donations; coordinating the completion of applicable paperwork.

Conserves objects in the museum's collection, including: evaluating condition of artifacts; cleaning/treating materials; conducting research; and identifying costs of treatments and potential funding sources.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Plans, designs, coordinates and negotiates various exhibits, projects, programs, events and/or collections; researches, writes, edits, types, prints and mounts and cuts exhibit labels

Develops outreach and marketing and educational information regarding museum functions/activities.

Conducts oral history interviews, transcribes tapes and takes photographs.

Attends a variety of meetings and conferences, obtains and disseminates information.

Develops and maintains budgets for various programs; writes grant proposals.

Manages copyright of images owned by the museum.

Manages loans of objects, including packing objects for delivery, following up on loan agreements, receiving returned objects and placing in storage.

Develops policies and procedures for collections management and copyright protection.

Orders supplies and other materials by identifying vendors and comparing prices and products.

Maintains and improves museum storage area; develops and implements long term plans for artifact storage and conservation.

Refines the museum's collection of objects.

Composes press releases.

Organizes graphical layouts and production of flyers, calendars, books, etc.

Cleans and maintains exhibits; paints wall and cases; hangs, mounts and frames objects for display.

Removes exhibited objects; places and removes objects from storage.

Assigns insurance values to loaned objects.

Reports administrative and/or operational problems to supervisor.

Maintains various inventories.

Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; monitoring and communicating departmental policies and procedures, and updating publications for final approval.

Performs specialized research and statistical work on assigned subjects for staff and management.

Enters and retrieves a variety of complex information from a computer terminal.

Performs clerical and fiscal operations unique to department.

Acts as superior, in his/her absence, for temporary period of time.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Transcription Machine
Vacuum Cleaner

Hammers
Knives
Paint

Nails
Rulers
Computer

Tape Recorder
Power Tools

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors degree from an accredited four-year college or university in History, Anthropology or related field; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Accepted museum registration and cataloguing system.

Standard artifact preservation and protection techniques.

Academic fields, including history, anthropology and art.

Internal departmental policies and procedures.

Budget and grant development principles and practices.

Community resources.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Organizing, assigning, leading and reviewing the work of staff.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to manage inventory controls.

Ability to understand and use collections management computer software and maintain operating systems.

analyze, evaluate and diagnose situations and adopt effective courses of action.

Ability to write reports.

Ability to speak effectively before public groups and respond to questions.

Ability to deal with problems involving several variables in standardized situations.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear

While performing the essential functions of this job the employee is regularly required to ascend or descend ladders, stairs, etc. using feet and legs or hands and arms; bend legs and body downward; and reach by extending hands.

While performing the essential functions of this job the employee is regularly required to and use color, texture, shape and odor perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move 10 to 25 pounds and is occasionally required to apply a physical exertion to lift and/or move 20 to 50 pounds.

Working Conditions:

Work is performed in a museum, exposing the employee to fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin.

The incumbent's working conditions are typically moderately quiet.

file: museumcu.82025

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.