

MUSEUM CURATOR

DEFINITION

Under general direction, to research, design, develop, and implement exhibits and cultural and educational programs at the County Museum; to serve as liaison with various local and state historical organizations, community groups, and other agencies or individuals; to supervise staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position supervisory classification responsible for the Amador County Museum exhibits, programs, and building and grounds maintenance and security.

REPORTS TO

GSA Public Services Director and Director of General Services Administration.

CLASSIFICATIONS DIRECTLY SUPERVISED

Museum Assistant, Inmates, work program participants and volunteer staff.

EXAMPLES OF DUTIES

Acquires, identifies, preserves, and presents historical collections; researches and interprets artifacts and designs; constructs and installs permanent and temporary exhibits; addresses civic organizations; prepares copy, text, and informational statements for use in programs, exhibits, and publicity information; supervises staff; trains personnel in providing historical and background information to the visitors; prepares financial statements and a variety of standard and special reports; locates resources and materials needed for programs and exhibits; answers questions from the public about the exhibits; provides guided tours of special attractions; works with donors on receiving and organizing donated items; develops budget request and monitors expenditures and revenues; prepares museum correspondence and news releases; researches background information and interviews persons for special events; makes presentations to various community groups related to the Museum and the exhibits; develops and implements plans for displays and/or maintenance of the museum; prepares education aids adapted to the needs and interest of various groups concerned with the museum's programs; has responsibility for the security, housekeeping, general maintenance of the Museum and grounds; and other duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an ~~office~~ a museum environment; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies and Procedures of the Museum.
- Amador County History.
- Exhibit development techniques.
- Principles and practices of historical research, restoration, and preservation of artifacts.
- Principles and practices of customer service and community relations.
- Filing and information retrieval systems practices.
- Basic Mathematics and budgeting techniques.
- Supervisory and training techniques.
- Objectives, organization and administration of a museum.
- Modern office practices, methods and procedures, including computer and office software.

Ability to:

- Plan and conduct a program of museum development.
- Provide training and work coordination for other staff.
- Research and interpret artifacts and design permanent and temporary exhibits.
- Plan and schedule tours for civic organizations, educational institutions and individual public interests.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Make oral presentations to civic organizations, and other public entities.
- Develop effective multi-media and audio-visual programs.
- Develop and install display exhibits.
- Effectively represent the museum in contacts with the public, community organizations and other agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of administrative experience working with museum programs including

experience in the design and presentation of exhibits.

or

Completion of course work equivalent to a Bachelor's degree in American History, Archeology, Museum Management, or a closely related field.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.