

CURATORIAL SPECIALIST

DESCRIPTION OF WORK

Positions in this banded class serve as curators or registrars of a museum, botanical garden, or nature centers. Positions plan and manage instructional, research, inventory and public service activities. Duties include planning and organizing the acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs; develop and maintain the institution's registration, cataloging, and basic recordkeeping systems; providing information from the institution's holdings to other curators and to the public; inspecting premises to assess the need for repairs and to ensure that climate and pest-control issues are addressed; trains and supervises curatorial, fiscal, technical, research, and clerical staff, as well as volunteers and interns; negotiates and authorizes purchases, sales, exchanges or loans of collections/objects; plans and conducts special research projects in area of interest or expertise; and conducts or organizes tours, workshops, and instructional sessions to acquaint individuals with an institution's facilities and materials.

| Role Descriptions by Competency Level | | |
|---|-------------------|-------------------|
| Contributing | Journey | Advanced |
| Positions at this level perform professional curatorial work for a program and/or collection of limited size, scope and complexity. Work assignments related to the development of educational programs and maintaining a systematic collection ranges from the planning stage to implementation, requiring a considerable depth of knowledge in the area of assignment. Employees function independently with general instructions received regarding broad objectives and goals of the program and supervisory evaluation of program effectiveness. | To Be Determined. | To Be Determined. |

COMPETENCIES

| Competency | Definition |
|------------------------------------|--|
| Knowledge-Professional | Knowledge of specific area(s) and ability to keep current with developments and trends in area(s) of expertise, usually acquired through post-secondary education. |
| Program Management | Ability to coordinate and administer programs, activities, and protocols. Ability to manage resources, monitor activities and assess environmental risks and quality control associated with the program. |
| 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. |
| Managing Work and Performance | Ability to assign work and to establish work rules and acceptable levels of quality and quantity of work. Ability to review work and evaluate performance of others, and to develop individual's competencies. |
| Information/Records Administration | Knowledge of appropriate data collection policy and procedures, filing systems, data management systems, and programs. Ability to compile, assimilate, organize and store printed and electronic information. Ability to review, compile and analyze information to prepare reports. |

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

Knowledge-Professional

Knowledge of specific area(s) and ability to keep current with developments and trends in area(s) of expertise, usually acquired through post-secondary education.

| Contributing | Journey | Advanced |
|---|----------------------|----------------------|
| 1. Considerable knowledge of program area; i.e., natural science, art, history, etc. | 1. To Be Determined | 1. To Be Determined |
| 2. Considerable knowledge of standard museum methods regarding conservation, collection, exhibition, design and interpretation. | 2. To Be Determined. | 2. To Be Determined. |
| 3. Considerable knowledge of curriculum development and teaching methods. | 3. To Be Determined. | 3. To Be Determined. |

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 accomplishment of the research objective.

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

Program Management

Ability to coordinate and administer programs, activities, and protocols. Ability to manage resources, monitor activities and assess environmental risks and quality control associated with the program.

| Contributing | Journey | Advanced |
|---|----------------------|----------------------|
| 1. Ability to develop and manage assigned programs from the planning stage to implementation and program evaluation. | 1. To Be Determined. | 1. To Be Determined. |
| 2. Ability to prepare daily, weekly, seasonal and annuals plans to maintain and develop programmatic and operational goals. | 2. To Be Determined. | 2. To Be Determined. |
| 3. Ability to prepare budget/purchase requests within limits set by variable funding as determined by a combination of foundation and department allocations. | 3. To Be Determined. | 3. To Be Determined. |
| 4. Ability to maintain production/program schedules. | 4. To Be Determined. | 4. To Be Determined. |

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 |
|---|----------------------|----------------------|
| 1. Ability to maintain extensive contact with the general public, at a variety of age and interest levels, as well as contact with employees in other areas of the program, technical experts, and peers from other similar organizations. Ability to adapt communications effectively to various levels of sophistication of the general public. | 1. To Be Determined. | 1. To Be Determined. |
| 2. Ability to maintain contact with technical peers and experts involving the exchange of information and technical consultations in the area of assignment. | 2. To Be Determined. | 2. To Be Determined. |
| 3. Ability to plan and prepare interpretive programs, presentations, tours, brochures, newsletters ensuring appropriate content and education level. | 3. To Be Determined. | 3. To Be Determined. |

Managing Work and Performance

Ability to assign work and to establish work rules and acceptable levels of quality and quantity of work. Ability to review work and evaluate performance of others, and to develop individual's competencies.

| Contributing | Journey | Advanced |
|---|----------------------|----------------------|
| 1. Ability to plan and direct the daily/weekly work schedule to coordinate labor with supplies and equipment to accommodate short-term and ongoing projects and account for routine upkeep of all collections. | 1. To Be Determined. | 1. To Be Determined. |
| 2. Ability to provide orientation and ongoing training to work-study students, grounds workers, interns and volunteers assigned to the institution. | 2. To Be Determined. | 2. To Be Determined. |
| 3. Ability to supervise full-time and part-time employees including recruitment/selection, development of work plans, conducting employee evaluations, counseling and disciplining employees, and resolving grievances. | 3. To Be Determined. | 3. To Be Determined. |

Information/Records Administration

Knowledge of appropriate data collection policy and procedures, filing systems, data management systems, and programs. Ability to compile, assimilate, organize and store printed and electronic information. Ability to review, compile and analyze information to prepare reports.

| Contributing | Journey | Advanced |
|--|----------------------|----------------------|
| 1. Ability to develop and maintain systematic collections of specimens for public display and maintains scientific documentation. | 1. To Be Determined. | 1. To Be Determined. |
| 2. Ability to maintain current collections inventory and ensure the correct labeling of collections. | 2. To Be Determined. | 2. To Be Determined. |
| 3. Ability to prepare and submit annual inventory reports. | 3. To Be Determined. | 3. To Be Determined. |
| 4. Ability to prepare and maintain a permanent records of the history, provenance, status, condition, and location of each object owned by or on loan, including records of provenance, purchase or donation, photographs, evaluation, insurance, condition, and location. | 4. To Be Determined. | 4. To Be Determined. |

Minimum Training and Experience: Graduation from a four-year college or university with a major in the area related to the area of assignment and one year of experience, which demonstrates the attainment of the required knowledge, skills, and abilities.

Degrees must be received from appropriately accredited institutions.

Special 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 specifically applicable to all positions.