

CURATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for overseeing the care and presentation of collections, records, exhibits and programs at a local community museum. The primary function of this position is planning and developing educational programs for schools, community groups, and the general public. Work is performed under the direct supervision of the Museum Director with leeway allowed for the use of independent judgment in designing exhibits and planning programs. Oversight is exercised over the work of volunteers and interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Selects and maintains items to be displayed for both temporary and permanent exhibits;
Solicits donations from collectors;
Receives and documents items into collections and de-accesses items with the assistance of collections committee; maintains and collects museum artifacts;
Designs and installs museum exhibits; oversees assigned volunteers;
Maintains collections and storage area in good condition;
Develops and promotes educational programs with schools;
Conducts tours, explaining the significance of displays so visitors will gain a better appreciation of events that influenced the community;
Prepares discussions and workshops for the general public and organized groups;
Coordinates education outreach programs with schools;
Develops and distributes information to the community regarding the museum's activities, programs and displays;
Publicizes the need for volunteers, and trains candidates to perform duties in accordance with museum requirements;
Evaluates and oversees the work provided by volunteers;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software, publishing and graphics programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of local history;
Ability to prepare and create historic arrangements, displays and exhibits;
Ability to speak before community groups;
Ability to operate a personal computer and utilize common office software programs;
Ability to establish and maintain effective working relationships;

Ability to maintain successful relationships with visitors and members of the community;
Ability to be a team player, work with and oversee volunteer staff;
Ability to communicate effectively both orally and in writing;
Ability to lift heavy objects;
Good professional judgment;
Initiative.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree;
or
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two years of experience involving exhibition and/or gallery installations or collection processing; or
- c) An equivalent combination of training and experience as indicated between the limits of a) and b).