

Specification for Class of

MUSEUM ASSISTANT

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs entry level professional work within an historical society/museum.

Typical Work

Assists in cataloging, organizing, cleaning, labeling, storing, and maintaining objects or archival collections and data entering of objects or archival records using specialized software;

Assists in performing tasks relative to the development, conceptualization, and evaluation of an exhibit story line;

Assists with the development of educational activities, materials, and programs;

Assists with scheduling tours and docent training;

Assists in organizing workshops;

Assists in the installation, maintenance, and dismantling of exhibits;

Assists in the production of exhibit graphics and labels;

Assists in the moving of artifacts or archival collections;

Assists with the maintenance of collection storage areas;

Assists in the retrieval of collections;

Assists in the preparation of requests for grants;

Assists in providing training in proper museum and archival techniques for staff and volunteers; leads volunteers;

Assists with artifact or archival research;

Prepares reports;

Assists in preparation of communications materials, program newsletters, conference programs, workshop schedules, fliers, and registration forms;

Answers museum informational and directional questions;

Performs opening and closing procedures;

Performs other duties as required.

#### Knowledge and Abilities

Knowledge of: Washington State history; Art history; oral and written communication skills; word processing.

Ability to: Conduct research; understand and follow instructions; lift 30 pounds.

#### Minimum Qualifications

Two years of college with major course work in history, museum studies, anthropology, fine arts, art history, English, education, journalism or closely related subjects and one year of experience working with museum collections, archives, exhibits, artifacts, or in education.

Additional college education with major coursework in the above listed areas will substitute, year for year, for experience.

Technical level experience working with museum collections, archives, exhibits, artifacts, or education will substitute, year for year, for education.

New class: 5-1-63

General revision: 9-1-69

Class code change (formerly 25680), revised definition, minimum qualifications, general revision: 5-10-96 (Effective 7-1-96)