

Specification for Class of

CURATOR 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Serves as the lead curator responsible for activities within a department (such as Collections, Education, Exhibits, or Outreach Services); OR has assigned responsibility for a specific discipline (such as Art, History, American Indian Collections) with an historical society/museum; OR manages a non-headquarters site (such as the Research Center, Heritage Resource Center, Center for Columbia River History).

Typical Work

Recommends artifact acquisitions and de-accessions; monitors storage locations;

Acts as liaison between the agency and the community;

Develops, implements, and monitors educational goals and programs;

Develops, implements, and monitors collection management and preservation policies and procedures; estimates and orders collection storage materials; develops procedures for packing, unpacking, and shipping of materials;

Manages and coordinates the development, conceptualization, and evaluation of an exhibit storyline;

Researches and writes exhibit labels and catalog essays;

Develops and reviews exhibit design concepts,, detailed exhibit design drawings, audio-visual components, and computer software programs;

Provides responses to research inquiries; conducts research or oversees staff conducting research on specific topics related to specialized discipline;

Manages and coordinates the installation, maintenance, and dismantling of exhibits; manages and coordinates the production of exhibit graphics and labels;

Writes and reviews contracts;

Serves on task forces regarding exhibits, education, or collections;

Provides written and oral reports to board, staff, and outside groups;

Conceptualizes and writes grants to granting organizations;

Assists with the development of annual budget;

Serves as project director for programs; organizes and oversees work of project staff;

Provides training in professional museum and archival techniques for staff and volunteers;

Writes press releases and participates in marketing, promotional, and fund raising activities;

Performs other duties as required.

#### Knowledge and Abilities

Knowledge of: Museum collection management systems and methods; object/archival research; insurance requirements; pest management; disaster planning; environmental requirements for collection preservation; methods, techniques, tools, and materials used in preparation and construction of museum exhibits or historic properties and historical sites; educational theory.

Ability to: Identify and classify museum object or archival collections; plan and design museum exhibits; manage historic properties; develop and implement educational activities, materials, and programs; establish and maintain effective relationships with public and private individuals and groups; express ideas clearly and concisely, orally and in writing; perform administrative duties; write technical papers in the subject fields mentioned above; work with volunteer and other groups effectively and lead volunteers, student workers and staff members as required; lift 30 pounds.

Minimum Qualifications

A Master's degree involving major study in history, museum studies, fine arts, art history, education or anthropology, and two years of experience as a museum curator or equivalent.

OR

A Bachelor's degree involving major study in history, fine arts, art history, education or anthropology and four years of experience as a museum curator or equivalent.

OR

Eight years of experience as a Curator 1, or equivalent.

Experience as a Curator 1 or equivalent will substitute, year for year, for the education.

New class

Effective November 1, 1968

Revised definition, minimum qualifications, general revision:  
5-10-96 (Effective 7-1-96)