

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4383

### CURATOR II

**Abolished Effective February 10, 2006**

#### BASIC FUNCTION

Perform administrative and curatorial duties in a gallery, laboratory, herbarium or museum.

#### DISTINGUISHING CHARACTERISTICS

Under general direction, perform administrative and research responsibilities in respect to collections or exhibits. This includes selection and acquisition of fine art objects, artifacts, and/or specimens and conducting research and answering inquiries concerning collections and exhibitions.

#### TYPICAL WORK

Select, identify, and classify objects for inclusion in collections and exhibits; conduct research regarding collections; investigate new methods and techniques used to prepare and preserve collections; plan and design exhibits;

Confer with researchers, artists, dealers, and collectors regarding content of collections; obtain new collections to improve facility; loan materials for displays at other institutions and museums; provide assistance to individuals who visit facilities; arrange for publicity regarding collections and exhibitions;

Prepare catalogs, posters, and information packets concerning collections and exhibitions; correspond with public regarding collections, exhibitions, facilities, etc.; answering technical inquiries;

Conduct tours of laboratory or museum; deliver lectures concerning the content and purpose of collections and exhibitions;

Organize and direct the maintenance of records and files concerning collections; develop and maintain collection catalog system; oversee the inventory of collections, equipment, and materials in facility;

Train and direct assistants, part-time help, volunteers, and students who are assisting with the movement, maintenance, or security of collections and exhibitions;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in an appropriate field of art or science AND three years of professional experience in program specialty OR equivalent education/experience.

New Class: 3-18-76

Revise Class: 4-15-76

Revise Class: 8-4-89