

## ASSISTANT CURATOR

GENERAL STATEMENT OF DUTIES: Under general supervision, is responsible for assisting in the administration, operation and supervision of a natural or historical museum of a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal administration, an incumbent of this class is responsible for assisting in the operation and administration of a natural or historical museum and in the promotion and coordination of educational tours of museum for adults, schools and community organizations; Supervision may be exercised over volunteers and seasonal personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the operation and administration of a municipality's natural or historic museum;

Assists with the organization of exhibit development and programs; Maintains and coordinates exhibit collections;

Coordinates, schedules and assists with tours and workshops of the museum for adults, schools and community groups, i.e. scouts, senior citizens;

Maintains inventory of acquisitions and collections;

Acts as liaison with Museum Board and municipality;

Provides enrichment programs for library, schools, parks and recreation groups;

Reconciles financial records from tour payments, monies donated and sales from gift shop, where applicable;

May manage gift shop, ordering merchandise and maintaining displays.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of local natural or historic information; good knowledge of modern museum practices and procedures; the ability to operate and maintain the equipment; ability to interact with people of all age groups; the ability to inspire others to become interested in the natural sciences or local history; good professional judgement; initiative; tact; creativity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either (a) completion of two years of college and one year of experience in nature or historic museum operation, outdoor museum interpretation, museum interpretation, or pertinent natural science involvement; or (b) two years of experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Note: Verifiable, relevant volunteer experience may be substituted, on a year for year basis for the above-required experience.

Town of Yorktown,  
City of Rye  
J. C.: Competitive  
1b

Job Class Code: 0892