

CURATOR

GENERAL STATEMENT OF DUTIES: Under general supervision, an incumbent is responsible for the administration, operation and supervision of a municipal Museum; 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 the administration and operation of a municipal museum. The Curator is responsible for obtaining and maintaining materials, planning and developing exhibits and providing public relations programs for schools, community groups and the general public. Supervision may be exercised over volunteer, part time and/or seasonal personnel.

EXAMPLES OF WORK: (Illustrative Only)

Prepares all administrative paperwork for the Museum, including annual reports, correspondence, requests for loans, exhibit records and files, etc.;

Maintains all financial records for the Museum, including budget preparation, ledger maintenance, maintenance of the Museum's checking account, voucher reconciliation, etc.;

Functions as buyer for the Museum in procuring exhibits, artifacts, equipment, supplies (office and Museum), etc.;

Maintains, restores, cleans, repairs, arranges and prepares the overall presentation of displays and exhibits;

Serves as public relations coordinator for the Museum;

Assists in the gift shop;

Attends auctions, sale shows, etc. to acquire new artifacts and exhibits;

Attends conferences and workshops of various professional museum associations;

Supervises and instructs subordinate staff;

Presents lectures to schools, community organizations, etc, concerning Museum exhibitions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of local history; good knowledge of modern museum practices and procedures; ability to preserve and exhibit artifacts; ability to authenticate exhibits; ability to meet with and speak to the public; ability to maintain accurate records; ability to supervise and plan the work of others; creativity; resourcefulness; physical condition commensurate with the duties of the position.

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

NOTE 1): Possession of a Master's Degree in Museum Studies may be substituted for the required experience.

NOTE 2): Verifiable, relevant volunteer experience may be substituted, on a year for year basis, for the above-required experience.

Towns, Villages
Cities of Rye and Peekskill
J.C.: Competitive
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Job Class Code: 0891