

MUSEUM CURATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for cataloging and indexing artifacts presently in the museum and any newly acquired artifacts. The work involves establishing proper cataloging and indexing procedures in accordance with acceptable standards for museums. The work involves arranging exhibits and displays of museum contents and providing the general public with information concerning the museum's contents. The work is performed under the general direction of the Museum Board of Directors.

TYPICAL WORK ACTIVITIES:

- Catalogs and indexes artifacts presently in the Museum, including cleaning the items, assigning numbers to the items, entering corresponding numbers in Museum catalog, and assigning the items the proper location in the Museum;
- Provides the general public with information regarding the artifacts in the Museum, i.e., speaking at, and preparation of traveling exhibits, organizing, and conducting tours in the Museum;
- Designs and arranges exhibits and displays of museum items;
- Arranges with donors to accept items for the Museum.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and principles of museum curatorship; working knowledge of local history; working knowledge of American History; ability to work at tedious and menial tasks; congeniality; tact; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and a combination of further training or experience which would indicate an ability to perform the duties of the position.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 10/3/84