



Curator IV

Salary Group: B22
Class Code: 7472

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CURATOR I	7466	B16	\$34,918 - \$55,130
CURATOR II	7468	B18	\$39,521 - \$64,449
CURATOR III	7470	B20	\$45,158 - \$73,788
CURATOR IV	7472	B22	\$51,614 - \$84,479

GENERAL DESCRIPTION

Performs advanced (senior-level) curatorial work. Work involves overseeing the acquisition, preservation, cataloging, and exhibition of collections and related materials; performing research work; and writing and reviewing articles for publication. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the planning, design, construction, restoration, preservation, and maintenance of exhibits, artifacts, and displays.

Oversees and maintains records of collections, exhibits, and historic restorations.

Oversees museum volunteer programs and directs instructional, research, and public service activities.

Oversees and conducts research related to collections, exhibits, or historic sites.

Plans, coordinates and participates in the acquisition, storage, and exhibition of collections and related materials.

Responds to technical inquiries on exhibits, artifacts, and displays; and prepares and edits reports and correspondence.

Conducts or organizes tours, workshops, and instructional sessions.

Participates in the planning and development of new museums or historic sites.

Negotiates and authorizes purchases, sales, exchanges, or loans of collections.

Maintains registration, cataloging, and recordkeeping systems used to manage collections, acquisitions, and exhibitions.

Writes and reviews grant proposals, journal articles, reports, and publicity materials.

May assist with budget planning, preparation, and forecasting.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in museum curatorial work. Graduation from an accredited four-year college or university with major coursework in history, government, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of subject matter related to the field of specialization, of source materials for research in the field of specialization, and of the principles and practices of museum administration.

Skill in the use of a computer and applicable software.

Ability to perform research, to produce and coordinate exhibitions, to communicate effectively, and to supervise the work of others.