

ASSISTANT CURATOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent is responsible for assisting in the operation and administration of a natural or historical museum and of interpretive programs designed to impart to visitors an understanding of the natural history or cultural history interpretation. The primary function of this position is helping to coordinate educational programs for schools, community groups, and the general public. Some technical skill and independent judgment is helpful. Some supervision may be exercised over volunteers, part-time or seasonal personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Helps promote and carry out educational programs with schools;

Helps organize, promote and conduct special events at a park;

Conducts tours of the facility, identifying natural science features and interprets the historical significance so visitors will gain a better appreciation;

Helps maintain and collect museum specimens of plants, insects, birds, animals and other animal life native to the area or historical artifacts;

Helps identify natural and historical features in park areas and interpret their significance;

Prepares lectures, talks and workshops on natural and/or historical features for the general public and organized groups as directed;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of the natural sciences; good knowledge of local history; ability to use the equipment related to the natural sciences; ability to train and supervise; ability to inspire others to become interested in the natural sciences or local history; ability to talk before Community Groups; ability to maintain and promote excellent public relations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good professional judgement; initiative; tact; creativity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and three years experience with a Nature or Conservation center or Historic Preservation Museum or program.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Competitive
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Job Class Code: C2975
H0007

Job Group: VII