

ASSISTANT CURATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Clerk, an incumbent of this class is responsible for assisting in the operation and administration of a natural or historical museum which displays, stores and exhibits objects of historical, scientific, artistic, or cultural interest to the municipality. An incumbent is responsible for the promotion and coordination of educational tours of museum for adults, schools and community organizations. Supervision is exercised over volunteer, part time and/or seasonal personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Assists in the coordination, maintenance and overall upkeep of the museum displays and exhibits;

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

Ensures visitors and program participants sign in;

Answers questions from students, organizations, and the general public pertaining to the municipal natural or historic museum;

Maintains inventory of acquisitions and collections;

Acts as liaison with the Museum Board, Town Clerk, Town Historian, and others designated with oversight of museum operations within the municipality;

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

Reconciles financial records of donations and sales of merchandise from the gift shop, where applicable;

Sells merchandise in a gift shop and maintains displays;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of local natural or historic information; good knowledge of modern museum practices and procedures; ability to interact with people of all age groups; ability to inspire others to become interested in the natural sciences or local history; ability to develop, maintain and promote excellent public relations; ability to speak before large groups clearly and articulately; ability to conduct programs for groups of all ages; ability to prepare displays and exhibits; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; good professional judgment; imagination; 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 three (3) years of experience in nature or historic museum operation, outdoor museum interpretation, or museum interpretation.

SUBSTITUTIONS:

- (1) An Associate's Degree* may be substituted for two (2) years of work experience described above.
- (2) An Associate's Degree* in Museum Studies may be substituted for all three (3) years of work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.