



## CLASS SPECIFICATION

Class Code: 4010  
Date Est: 9/89  
Last Rev: 8/98  
Last Title Chg:  
FLSA: non-exempt

### CURATOR

#### **DEFINITION**

Under general supervision, plans, organizes, and supervises the operation of an assigned museum facility; conducts tours; updates and maintains the museum collection; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time experience as a curator with responsibility for the operation and maintenance of a museum or historical facility; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

NA

#### **SUPERVISION EXERCISED**

Exercises direct supervision over support staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Schedule and conduct museum tours for schools, tour agents, travel groups and the general public, providing commentary on the displays and answering questions pertaining to the facility and the items it contains.

Receive donations of artifacts and furnishings and incorporate them into museum displays.

Monitor cleaning and maintenance contracts for collections, notifying contractors of special problems and assisting with the cleaning and maintenance of the collection.

Supervise the collection of fees, balance daily receipts, and prepare deposits.

Supervise permanent and seasonal staff providing training, work assignment and review, employee discipline, and performance evaluations.

Plan and supervise the cleaning and maintenance of transitory collections and furnishings.

Inspect the museum facility and its contents to ensure that they are in appropriate condition for public use.

Maintain and update the inventory of items housed in the facility.

Schedule facilities for private group use and organize the arrangement and cleaning of rooms.

Develop and enforce regulations for the conduct of visitors and users of the facility.

Answer correspondence from the public and community groups and provide information pertaining to the museum.

Research and collect information from other museums and historical societies to update tour dialogue and historical files.

Provide input for the development and justification of the museum budget and control expenditures during the fiscal year.

Speak to various civic groups and schools.

Prepare press releases and public service announcements to promote the facility.

Maintain records and prepare reports.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Washoe County Parks Department procedures, policies, and regulations as they relate to the operation and maintenance of the museum facility.

The history of Nevada and the collections housed within the museum facility.

Countywide personnel policies.

Various community and civic groups involved with the volunteer programs of the museum facility.

Principles of budget development and fiscal control.

#### **Ability to:**

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct museum services and operations to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

The practices and procedures necessary to maintain a museum and/or historic facility for public use.

Supervisory practices and procedures.

Record keeping and inventory procedures.

#### **Ability to:**

Maintain and update a museum collection.

Conduct public relations activities and promote use of museum facilities.

Communicate effectively, both orally and in writing.

Establish and maintain effective relationships with the general public, civic and volunteer groups, support staff, and public officials.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit and stand for extended periods. Ability to frequently walk, climb, reach, stoop, and kneel. Ability to use cleaning equipment and supplies. Ability to use office equipment, including computer, telephone, calculators, copiers, and FAX machine. Ability to lift and carry up to 25 pounds. Ability to work weekends and holidays.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001