

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

4-11-97

EL PUEBLO CURATOR, 2392

**Summary of Duties:** Performs professional curatorial work at a representative historic site including organizing and conducting curatorial and educational activities, performing or directing historical research, soliciting and evaluating donations and loans of exhibits, directing and coordinating restoration and development of exhibits, and conducting tours; may act as museum director and assign, review and evaluate the work of subordinates engaged in such work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** An El Pueblo Curator is distinguished from other curatorial classes by the specialized nature of the exhibits that are involved in the work. Incumbents may advance to a position that is responsible for performance of the full range of supervisory activities, including the application of discipline, processing and resolution of grievances and evaluation of performance, for curatorial and other personnel involved in the preservation of the historic site.

**Examples of Duties:**

An El Pueblo Curator:

- ! Conducts and directs research, planning, design, preparation, construction, restoration, preservation, and proper maintenance of exhibits, restorations, decorative arts, and other historical artifacts;
- ! Personally researches and guides staff in researching cultural and historical material, including contacting curatorial staff of other museums, to insure the accuracy of restorations and historic artifacts and to make recommendations for improvements, additions to and deletions from the permanent collection;
- ! Conducts docent training and lectures, trains and coordinates volunteers and interns, escorts visiting scholars, and develops educational programs for school children and others;
- ! Appears before, develops relationships with, and negotiates with individuals, firms, community organizations, and other museums, and prepares necessary written materials, to promote museum activities and secure donations, grants and endowments, expert assistance, materials, and artifacts of historical value;
- ! Maintains records necessary to assess attendance at the museum, and to secure necessary budgetary resources to operate the museum;
- ! Investigates and resolves complaints about museum activities from the public;
- ! May act as museum director and supervise employees engaged in the above activities;
- ! May consult with architects and archeologists about historic preservation of the monument buildings;
- ! Communicates equal employment/affirmative action information to employees;
- ! Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- ! Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or

emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- ! Museum administration, operation, development, and programming;
- ! Procedures for cataloging and registration of historic artifacts and other items for exhibit;
- ! Research techniques for and principals and practices related to developing and displaying historic artifacts and other items for exhibit;
- ! California history and the related subject matter which may be displayed;
- ! Historic preservation techniques;
- ! Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- ! Techniques of training, instructing and evaluation of subordinate work performance;
- ! Techniques for counseling, disciplining, and motivating subordinate personnel;
- ! Procedures for grievance handling;
- ! Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- ! Effective safety principles and practices;

**A working knowledge of:**

- ! Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

- ! City personnel rules, policies and procedures;

**The ability to:**

- ! Work tactfully and effectively with a wide variety of individuals and groups related to museum activities;
- ! Prepare effective written materials for a variety of museum related purposes;
- ! Prepare and deliver effective oral presentations to groups;
- ! Establish and maintain a work environment to enhance both employee morale and productivity.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

**Minimum Requirements:**

1. A master's degree in history, museum studies, or a related field, and one year of full-time paid experience performing curatorial or collections management duties in a historic museum, **or**
2. Graduation from a recognized four-year college or university with a major in history, museum studies, or a related field, and two years of full-time paid experience performing curatorial or collections management duties in a historic museum; **or**
3. Graduation from a recognized four-year college or university and four years of full-time paid experience performing curatorial or collections management duties in a historic museum.

**Licenses:** A valid California driver's license may be required prior to appointment.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not**

**restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**