

Summary of Duties: Performs professional curatorial work at a representative historic site; plans, organizes, and conducts curatorial activities and educational programs of a at such a site; performs or directs historic research; solicits and evaluates donations and loans of exhibits, technical advice, and labor; directs and coordinates restorations and development of exhibits; conducts tours and promotes interest in the museum; and does related work.

Distinguishing Features: An El Pueblo Curator is responsible for the curatorial development of a representative historic site, which includes developing displays with wide public appeal, securing donations and exhibits and developing materials for educational programs and research projects. Incumbents work within general policies and receive only general supervision from the museum director. Performance is evaluated primarily in terms of the results attained in developing a successful program of collecting and restoring historic and cultural material, artifacts, and equipment, and public acceptance and use of a historic facility.

An El Pueblo Curator differs from other curator classes in that incumbents perform curatorial activities at a representative historic site.

An El Pueblo Curator differs from the El Pueblo Historic Museum Director in that the latter is responsible for organizing and coordinating all activities of a museum including administrative, budgetary, educational programs, volunteer programs, and fund raising activities.

Examples of Duties: An El Pueblo Curator:

- * Conducts and directs research, planning, design, and preparation of exhibits and restorations;
- * Coordinates and supervises installation, care and maintenance of decorative arts and other historical artifacts;
- * Researches material culture to insure the accuracy of restorations and historic artifacts and makes recommendations for improvements, additions to or deletion from the permanent collection;
- * Establishes and maintains contact with the curatorial staff of other museums;
- * Participates in research, and the planning and execution of interpreter (docent) training programs;
- * Guides research staff in research projects;
- * Provides consultation services to staff, volunteer organizations, private and public groups;
- * Lectures to public and private groups;
- * Escorts visiting scholars, answers inquiries and records

- * opinions;
- * Identifies objects in need of analysis or conservation treatment and initiates corrective procedures;
- * Negotiates with individuals, firms and other museums to secure donations of appropriate material and artifacts of historical value;
- * Promotes loans of exhibits and donations of expert assistance from other museums, community organizations, and individuals;
- * Has responsibility for and ensures the safekeeping of exhibits;
- * Develops special activities to interest school children and other special interest groups;
- * Directs the work of employees and volunteers engaged in restoring exhibits and developing displays;

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 knowledges of:

- * Diverse curatorial problems, procedures, and policies of a public representative historic site;
- * Principles and techniques applicable to the planning, and development of exhibits in a representative historic site, including methods for obtaining volunteer assistance and loans or donations of exhibits;
- * The historical significance of decorative arts, including furnishings, textiles and clothing, and the preservation and display of such artifacts;
- * California history and the related subject matter which may be displayed;

A general knowledge of:

- * Techniques of supervision as they relate to paid employees and volunteers;
- * General knowledge of the laws and regulations related to equal employment opportunity and affirmative action;

The ability to:

- * Elicit public interest and support in the procurement and exhibition of decorative arts;
- * Utilize volunteer expert assistance in researching and developing programs and displays;
- * Operate audiovisual and photographic equipment.
- * Work tactfully and effectively with individuals within the museum and in the community at large in order to secure assistance and donations;
- * Speak effectively in public;

Minimum Requirements:

- * Graduation from a recognized four-year college or university with a major in History, Art History, or a related field, and two years of full-time paid experience performing curatorial activities in a historic or specialty museum; or
- * Graduation from a recognized four year college or university and four years of full-time paid experience performing curatorial activities in a historic or specialty museum.

A masters degree in History, Art History or a related field such as Museum Studies may be substituted for up to two years of the required experience.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength to perform light work such as lifting up to 20 pounds maximum, frequent walking, and good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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 and responsibilities of any position shall be.