

Summary of Duties : Performs professional curatorial work at a historic site museum; solicits donations and loans of exhibits, technical advice, and labor; directs and coordinates restorations, development, installation and maintenance of exhibits; researches, plans, designs, and prepares exhibits and promotes interest in the museum.

Distinguishing Features : A Historic Site Curator is responsible for the curatorial activities at a historic museum which includes acquisition, conservation, and interpretation of collections; securing donations and loans of exhibits; overseeing the maintenance and restoration of exhibits; developing educational programs; and overseeing, initiating, and/or performing 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 material and equipment, and public acceptance and use of a facility. This class differs from museum director in that the latter is responsible for planning, organizing and coordinating all activities of a museum including administrative, budgetary, educational programs, volunteer programs, and fund raising activities. This class differs from other curators in that incumbents perform curatorial activities at a historic site museum.

Examples of Duties : Researches, plans, designs, and prepares exhibits; coordinates and oversees installation, care and maintenance of furniture, decorative arts and other historical artifacts; organizes, amplifies and verifies information on objects in the collection; makes recommendations for improvements, additions to or deletions from the permanent collection; establishes and maintains contact with curatorial staff of other museums; participates in research, planning, and execution of interpreter (docent) training program; guides advanced interpreters (docents) 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; is responsible 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; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the curatorial problems, procedures and policies of a public historic museum; a good knowledge

of the principles and techniques applicable to the planning and development of exhibits in a historic museum, including methods for obtaining volunteer assistance and loans or donations of exhibits; a good knowledge of the historical significance of decorative arts, including furnishings, textiles and clothing, and the preservation and display of such artifacts; a good knowledge of California history; a good knowledge of the subject matter displayed; the ability to elicit public interest and support in the procurement and exhibition of decorative arts; the ability to speak effectively in public; the ability to work tactfully and effectively with individuals within the museum and in the community at large in order to secure assistance and donations; and the ability to utilize volunteer assistance in researching and developing programs and displays.

Graduation from a recognized four-year college or university with a major in American History, Art History, or a related field, and four years experience performing curatorial activities at a historic or specialty museum. A masters degree in American or 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.