

Summary of Duties: Performs professional curatorial work at a maritime museum; plans, organizes, and directs curatorial activities and educational programs; solicits donations and loans of exhibits, technical advice, and labor; supervises restoration and development of displays; conducts tours; and promotes interest in the museum.

Distinguishing Features: A Maritime Museum Curator is responsible for the curatorial development of a maritime museum facility, which includes developing displays with wide public appeal, securing donations and loans of exhibits, supervising the maintenance and restoration of exhibits, and developing educational programs and research projects. Incumbents work within general policies and receive general supervision from the Museum Director. This class differs from the 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. A Maritime Museum Curator's performance is evaluated primarily in terms of the results attained in developing a successful program of collecting and restoring material and equipment, and promoting public acceptance and use of a facility.

Examples of Duties: Researches, plans, designs, and prepares exhibits; coordinates and supervises installation, care and maintenance of artifacts, models, maritime memorabilia and other historical objects; organizes, develops and verifies information on objects in the collections; makes recommendations for improvements or additions to the permanent collection; establishes and maintains contact with other museum curatorial personnel; participates in research, planning, and presentation of docent training programs, including development of training manuals; supervises docent training programs; supervises and guides advanced 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 their inquiries and records their 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; ensures the safekeeping of exhibits; develops special activities to interest school children and other special interest groups; supervises 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 museum-type facility; a good knowledge of the principles and techniques applicable to the planning and development of exhibits in a maritime museum facility, including

methods for obtaining volunteer assistance and loans or donations of exhibits; a good knowledge of maritime subject matter and the historical significance of maritime artifacts, including ships, equipment, woods, navigational aids, textiles and they relate to paid employees and volunteers; a 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 acquisition and exhibition of maritime artifacts; 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;

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the ability to utilize volunteer expert assistance in researching and developing the ability to utilize volunteer expert assistance in researching and developing programs and displays; and the ability to operate audiovisual and photographic equipment.

A Bachelor of Arts degree from a recognized four-year college or university with a major in History, Museum Studies, Social Science, or a related field and a Masters of Arts degree in History, Museum Studies, Social Science or a related field and two years experience directing the curatorial activities of an historical or speciality museum.

Experience in directing the curatorial activities of an historical or specialty museum may be substituted on a year-for-year basis for the required graduate level education, up to a maximum of two years.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform light work as lifting 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.~~