

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Museum Curator

Class Code: 30720

Pay Grade: GH

A. Purpose:

Prepares permanent, temporary, and traveling exhibits; collects, preserves, and determines significance of state museum collections; and develops and provides educational programs and research to interpret, display, and provide reference resources about South Dakota's heritage for visitors, scholars, and the general public.

B. Distinguishing Feature:

Museum Curators design and oversee the production of exhibits, research and prepare collections, determine significance of collections and whether they should be added to the state's collection, and develop educational programs on South Dakota's heritage.

Museum Technicians catalog and inventory acquisitions, conduct preservation activities, performs conservation techniques, and install museum exhibits.

Museum Guides provide information to visitors, maintain security of exhibits, conduct tours, collect admission fees, and keep records of visitor numbers.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Designs and installs museum exhibits to effectively portray and interpret South Dakota's history and cultural heritage to museum visitors.
 - a. Researches, develops, plans, and draws exhibit concepts, themes, and story lines to explain construction specifications to contractors, granting agencies, and administrative personnel.
 - b. Selects objects and graphic images from museum collection for use in exhibits.
 - c. Selects materials and fabrication techniques to ensure that exhibits are properly planned and built.
 - d. Develops graphics, art work, and photographic materials to be used in exhibits and publications.
 - e. Constructs and installs and/or supervises installation of exhibits to standards specified in approved plans.
2. Provides technical assistance and research for institutions, scholars, and general public to ensure they understand the contents of state collections and are knowledgeable of services available.
 - a. Prepares finding aids and indexes to make organization and retrieval of collection understandable by researchers.
 - b. Performs research on collections in response to requests for assistance from walk-in patrons, other museum staff, and scholars.
3. Collects, documents, organizes, researches, and prepares state museum collections based on specified procedures to make them usable for exhibits and research by other museum staff, scholars, and the general public.

- a. Evaluates the significance of collections to determine if they should be added to the state collection.
 - b. Maintains computer catalog system and registration records to describe, monitor, and control the museum collection.
 - c. Performs basic conservation techniques and determines which objects should be conserved by professional conservation agencies to ensure significant items are preserved for future use.
 - d. Repairs, cares, and provides safe storage for museum objects to preserve them for future use.
 - e. Monitors loan agreements with approved organizations to ensure the object is properly cared for and returned in good condition.
 - f. Manages media access to the collection and carries out a reproduction rights program.
4. Develops and provides educational programs to inform South Dakota citizens about their cultural heritage and to enhance public access to state museum collections.
 - a. Provides tours, lectures, demonstrations, workshops, classes, and other outreach programs.
 - b. Develops and implements teacher and volunteer training programs.
 - c. Delivers educational materials and programs to schools and communities across the state.
 - d. Develops the educational goals of exhibits at the design stage, and develops appropriate interpretive techniques, materials, and evaluation strategies.
 5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Museum Director. May supervise temporary employees, student interns, work study students, and volunteers when available. Provides work direction to Museum Technicians and Museum Guides.

E. Challenges and Problems:

Challenges include establishing work priorities, effectively performing a large variety of tasks, and effectively communicating with a variety of people with different backgrounds and interests.

Problems include developing exhibits on limited budgets and working within established deadlines.

F. Decision-making Authority:

Decisions include establishing priorities within general goals outlined for the incumbent, determining resources and time to expend on a given project, and suggesting changes in work plans.

Decisions referred include general goals and operating procedures for the office.

G. Contact with Others:

Daily or weekly contact with other Museum and Office of History staff to share information and to give and receive instructions and assistance, the general public, and patrons to provide

information and technical assistance.

H. Working Conditions:

Works in a museum, and frequently in cramped quarters when working on exhibits. Lifting and physical labor is required for many projects. May occasionally use hazardous materials and equipment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- state and department policies and procedures;
- South Dakota history and geography;
- museum philosophy, professional practices, and ethics;
- museum registration systems and collections management procedures;
- exhibit design principles, methods, and practices;
- educational resources;
- research methodology.

Ability to:

- conduct research;
- operate power tools and photographic and graphic equipment;
- Follow instructions;
- communicate information clearly and concisely;
- deal tactfully with and interact with people and organizations;
- draw plans and blueprints;
- creatively complete work plans and projects;
- organize collections.