

## MUSEUM CURATOR

### **NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of the Museum Division under the Department of Chamorro Affairs.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the programs and activities of the division.

Evaluates, recommends and implements policies and procedures to improve program effectiveness.

Conducts research work on the historical background of museum collections for information gathering purposes.

Implements new methods and techniques used to prepare and present collections for exhibit.

Repairs and restores collections; searches new exhibits.

Directs the proper care, maintenance and security of the building, equipment and the collections.

Assists in the financial matters of the museum and seeks ways to generate revenue; writes and prepares grants to introduce or implement new museum programs.

Directs the cataloging and safekeeping of public records and documents donated to the museum.

Gives talks before school groups, clubs and civic organizations regarding the museum and to promote public interest.

Keeps records and prepares reports.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of museum administration, particularly historical, and including budgeting and fund administration.

Knowledge of the care, preservation, and exhibition of artifacts, photographs and other collections.

Knowledge of Guam’s history, culture and language.

Ability to administer the programs and activities of the division.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in policies, procedures and other program requirements to improve effectiveness.

Ability to prepare and present artifacts, pictures and other visual aids and collections for exhibit.

Ability to conduct research work regarding museum collections for data gathering and information.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

(A) Two years of experience in museum work; one year of supervisory experience; and graduation from a recognized college or university with a Bachelor’s degree in history, anthropology, fine arts, or related fields; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980  
AMENDED: December 2005  
PAY GRADE: M

HAY EVALUATION: Know-how: EI2 200  
Problem Solving: E3 (33) 66  
Accountability: D1C 76  
Total Hay Points: 342



VERNON P. PEREZ, Executive Director  
Civil Service Commission