



3.515

MUSEUM CURATOR

NATURE OF WORK IN THIS CLASS:

Develops and manages all objects, such as artwork and historic items within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs.

Employees in this class are responsible for the overall management and direction of collections and/or exhibitions to provide a variety of educational and public service functions related to the Guam Museum. Employees are required to carry out duties as needed or assigned during annual fundraising events, large-scale public programs and special events.

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

Museum Curator (Collections)

Responsible for acquisition and deaccessioning of all objects within the Guam Museum collection

Able to identify, interpret and determine the authenticity or significance of objects in the collection. Determines the conservation needs of the collection.

Collaborates with Curator of Exhibits in planning and designing museum exhibits

Provides consultation in the creation of public programming

Responsible for the cooperative and joint venture of research projects and exhibitions

Researches potential grant sources in collection areas

Museum Curator (Exhibits)

Responsible for the planning and producing of exhibitions that meets the museum's objectives

Collaborates with Curator of Collections to plan future acquisitions and loans to the collection for long term planning of exhibition schedule

Provides vision and leads the development, design, and maintenance of all permanent and temporary exhibits



3.515

MUSEUM CURATOR

Responsible for translating curatorial and educational staff ideas into permanent, temporary, and traveling exhibitions through renderings, plans, designs, specifications, drawings, models, labels, lighting and layout of exhibition materials

Responsible for planning and implementation of audiovisual and interactive components of exhibits and public programming

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of collection management programs and procedures

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

Ability to administer the program and activities of the Collection Branch of the Guam Museum

Ability to make work decisions in accordance with appropriate program guidelines

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

Ability to conduct research work regarding museum programs, exhibits and collections for data gathering and information

Ability to research, apply and administer museum grants

Ability to work effectively with the public and employees

Ability to communicate effectively orally and in writing

Ability to prepare reports or publications and maintain records

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience in museum work; two years of supervisory experience; and graduation from a recognized college or university with a Master's degree in history, anthropology, fine arts, or related fields; or



3.515


MUSEUM CURATOR

- (B) Five years of experience in museum work; 1 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
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

ESTABLISHED: JULY 1980
AMENDED: DECEMBER 2005
OCTOBER 2015
FLSA: EXEMPT
PAYGRADE: Q

HAY EVALUATION:	KNOW-HOW:	F II 3	350
	PROBLEM SOLVING:	E 3 (38%)	132
	ACCOUNTABILITY:	E 3 C	<u>152</u>
	TOTAL POINTS:		634

This standard revises and supersedes the standard established July 1980 and amended December 2005.



ANTHONY C. BLAZ, Director
Department of Administration