

## CURATOR

Code No: 4-18-383  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This position in a Town is responsible for the care and cataloging of objects in the Museum Collection. The employee reports directly to and works under the general supervision of the Town Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other duties may be performed although not listed):

Plans and conducts tours of the Museum to school groups, visitors, etc.;

Maintains records of accession, conditions and location of objects in the Museum Collection;

Oversees arrangement and movement of all objects and exhibits;

Conducts research for new tours, exhibits and special events;

Coordinates visits with other museum professionals to use as consultants.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of local history and formation; good knowledge of archives and record holdings in other town museums; ability to write and lecture on historical matters; ability to make historical interpretations; ability to communicate effectively both orally and in writing; ability to speak before groups of people; ability to develop and care for the needs of museum objects; integrity; good judgement; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in American History, Art History or Museum Studies, plus two (2) years full-time or its part-time equivalent experience working in a museum, preferably a house museum; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in American History, Art History or Museum Studies; OR,
- (C) Any combination of education or experience as described by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 7, 1995