



## CLASS SPECIFICATION

Class Code: 60004010  
Date Established: 09/1989  
Last Reviewed: 10/2024  
Last Revised: 10/2024  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### CURATOR

#### **DEFINITION**

Under general supervision, plans, organizes, and supervises the operation of an assigned museum facility; conducts tours; updates and maintains the museum collection; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time experience developing, implementing, and promoting museum, art, cultural, or historical programs AND a bachelor's degree from an accredited college or university in museum studies, history, art history, fine arts, anthropology, or closely related field; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the operations and functions of an assigned museum facility to include museum program management, acquiring, curating and preserving items and exhibits, and developing recommendations on museum policies and procedures to create efficiencies and support department objectives.

Schedule and conduct museum tours for schools, tour agents, travel groups and the general public, providing commentary on the displays and answering questions pertaining to the facility and the items it contains.

Receive donations of artifacts and furnishings and incorporate them into museum displays.

Monitor cleaning and maintenance of temporary and permanent collections and furnishings, to include temperature and humidity controls.

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Research travelling temporary exhibits to include negotiating and finalizing agreements; enhance travelling temporary exhibits with additional design & curation.

Inspect the museum facility and its contents to ensure that they are in appropriate condition for public use; oversee regular facility maintenance through service contracts, to ensure all aspects of the facility such as plant & wildlife are healthy.

Maintain and update the inventory of the collection housed in the facility using modern database systems; oversee and execute the collection of fees, balance daily receipts, and prepare deposits.

Schedule facilities for private group use and organize the arrangement and cleaning of the facility.

Manage the gift store, to include regular purchasing, inventory, and display.

Develop and enforce regulations for the conduct of visitors and users of the facility.

Research and collect information from other museums and historical societies to update tour dialogue and historical files.

Develop the museum budget and control expenditures during the fiscal year for assigned programs; monitor accounts to ensure that encumbrances, receivables, and payables are recorded accurately.

Speak to various civic groups, foundations, and schools; answer correspondence from the public and community groups and provide information pertaining to the museum.

Develop and maintain comprehensive records and reports to include documents related to the museum's archive, collections, and exhibition history.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Washoe County Regional Parks and Open Space procedures, policies, and regulations as they relate to the operation and maintenance of the museum facility.

Organizational structure of Washoe County and countywide personnel policies.

The history of Nevada and the collections housed within the museum facility.

Current trends and developments in the field of museum studies and operations.

Various community and civic groups involved with the volunteer programs of the museum facility.

Principles of budget development, fiscal control, and contract administration.

#### **Ability to:**

Supervise personnel, including hiring, training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct museum services and operations to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Principles, practices, and procedures necessary to maintain a museum and/or historic facility for public use. Museum and/or historical program development, implementation, and promotion.

Cultural context in historical interpretation.

Methods and techniques used in the collection, curation, and preservation of objects, artifacts, and exhibits.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Record keeping and inventory procedures.

**Ability to:**

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate program effectiveness; work priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop, acquire, and curate engaging educational museum exhibits.

Integrate diverse perspectives into tour content.

Maintain and update the museum collection.

Conduct public relations activities and promote use of museum facilities.

Operate a computer and a variety of software.

Research, compile, tabulate, analyze and interpret data and information.

Develop and present effective visual and written presentations and reports.

Communicate effectively, both orally and in writing.

Establish, maintain and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to frequently walk, climb, reach, stoop, and kneel. Ability to use cleaning equipment and supplies. Ability to use office equipment, including computer, telephone, and copiers. Ability to lift and carry up to 25 pounds. Ability to work weekends evenings, and holidays.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*