

DESCRIPTION: Under general supervision, performs work as described below in one or more of the following curatorial areas: museum collections or education. This is professional work in the collecting, authenticating, preserving, maintaining, exhibiting, researching, interpretation, and presentation of historical collections; management and delivery of educational programs on collections of historical significance including historical sites or places.

DISTINGUISHING CHARACTERISTICS: (A position may be assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of two levels (Curator I/Museum Collections/Education Associate and Curator II/Museum Collections/Educator) in the Curator/Museum Collections series. Positions at this level are primarily responsible for program delivery and some program development with supervisory guidance. At the Curator II/Museum Collections/Educator level, positions have supervisory responsibilities and work independently to develop programs and ensure historical accuracy of program content.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Museum Collections:

- Reviews potential donations, obtains, develops and organizes new collections and conducts research on new acquisitions.
- Catalogs artifacts, cleans artifacts using conservation methods and stores them in such a manner as to preserve them and make them readily available for future reference.
- Plans and researches exhibits; retrieves artifacts and sets up displays.
- Researches and responds to questions about museum collections and artifacts from interested individuals and groups; may be required to deliver presentations to interested groups.
- May provide training and assistance to local historical organizations and other groups on museum techniques.

Education:

- Organizes, manages, and provides education programs and tours at the Nebraska History Museum and/or Nebraska Historical Sites.
- Manages coordination and distribution of educational materials, activities, and events such as newsletters, lecture series, and hands-on trunks.
- Assists curator managers with the development and implementation of educational and public programs at the Nebraska History Museum and/or Nebraska Historical Sites.
- Manages group learning experiences to ensure customer satisfaction and fulfillment of program objectives.
- Prepare reports such as: program plans, proposed budgets, activity reports, and attendance records.
- Coordinates with other agency staff to complete projects and meet agency goals and objectives.
- Assists curators with training museum docents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Nebraska history; restoration, preservation and storage techniques; artifact identification; the methods and techniques of historical research and the types and availability of historical resource materials.

Ability to: identify the historical significance of furniture, textiles, and clothing; communicate effectively orally and in writing; research and answer questions for local historical organizations and interested parties; creatively design exhibits and provide accompanying text. Ability to convey historical information to a variety of audiences; manage or direct large groups and/or tours.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in History or related field such as: Education, Museum Studies, Geography, or Anthropology AND two years of experience in museum curatorial work, providing educational programming, or providing interpretive tours.

SPECIAL NOTE[S]: Some positions may require travel and incumbents in this class may be required possess a valid driver's license and pass a defensive driving course (or provide authorized independent licensed transportation) to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).