

DESCRIPTION: Under limited supervision, manages the Museum Collections Department and is responsible for the collecting, authenticating, preserving, maintaining, exhibiting, researching and furnishing of information on collections of historical significance; performs related work as required. **OR** Develops, organizes, manages, and provides education and public programs for the Nebraska History Museum.

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 second 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 at full performance and have supervisory responsibility. Incumbents are subject matter experts and act as team leaders. Positions at this level focus on independent program development, and have the responsibility to ensure historical accuracy of program content. At the Curator I/Museum Collections/Education Associate level, positions provide customer service to visitors and are responsible for the delivery of educational programs and tours.

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:

- Plans, organizes, assigns and directs the work activities of subordinate staff to attain the unit's work goals and to ensure the consistent application of administrative and/or technical policies, procedures and standards.
- Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.
- 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; delivers presentations to interested groups.
- Provides training and assistance to local historical organizations and other groups on museum techniques.

Educator:

- Develops and manages educational and public programs for a variety of audiences for the Nebraska State Historical Society statewide.
- Manages the educational programming and staff for the Nebraska State Historical Society.
- Serves as member of the exhibit development team.
- Develops and gives tours of exhibits at the Nebraska History Museum and other historical sites.
- Develops diversity education programs and initiatives to meet diversity goals of the agency.
- Works with K-12 educators to develop programs for use in Nebraska classrooms.

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, clothing; communicate effectively orally and in writing; research and answer questions for local historical organizations and interested parties; creatively research and curate exhibits; ensure programs developed meet Nebraska Department of Education standards.

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 closely related field such as: Education, Museum Studies, Geography, or Anthropology AND two years of experience in museum curatorial work, developing and/or providing educational programs to K-12 students, or providing interpretive tours.

LEGAL REQUIREMENTS: None

SPECIAL NOTES: 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).