

Job Class Profile: Museum Curator**Pay Level: CG-38 Point Band: 848-881**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	4	6	5	5	4	2	
Points	280	67	13	19	180	108	103	86	21	877

JOB SUMMARY

The Museum Curator performs professional work in the management and implementation of a museum program by leading the operations and overseeing collections in specific program subject areas. Work involves research, acquisition, documentation, restoration and preservation of historic objects, specimens, reproductions and collections.

Key and Periodic Activities

- Performs collection management and conservation work by overseeing collection conservation, documentation, identification, accession organization and storage of artifacts in accordance with professional techniques and standards.
- Provides collections access, subject area expertise, reference services and collections research opportunities to researchers.
- Provides advice regarding conservation concerns and recommends appropriate action/treatment.
- Recommends acquisition of new equipment or materials required in collection conservation.
- Recommends acquisitions based on existing collection holdings and any conservation concerns.
- Negotiates and coordinates loans of artifacts.
- Provides expertise-based curatorial content for permanent and temporary exhibitions and projects.
- Manages the budget, staff and resources of a program area to achieve strategic exhibit, collections maintenance and staff training goals. Implements approved strategic goals by achieving program goals, objectives and completing work plans. Makes recommendations on operation and development of museum facilities including budget projections.
- Engages in direct consultations and active partnerships with government officials, professional colleagues and the general public.
- Oversees the daily operations of a museum.
- Develops and maintains permanent and temporary exhibits.
- Assists Heritage/Historical groups with development of exhibits and programs.
- Develops and delivers school and public programming.
- Communicates with museum visitors and provides information.
- Determines timelines for exhibitions; oversees and organizes exhibit loans and ensures legal

Key and Periodic Activities

- documentation is completed.
- Supervises museum technical and support staff.
- Conducts specific and contextual research on existing collections and for exhibit programming.
- Participates in committees regarding collection management policies.
- Participates in strategic planning by making recommendations regarding collections and program operations.
- Develops and monitors annual budget for program area.
- Develops and monitors work plans.
- Develops and delivers presentations.
- Compiles monthly reports.
- Markets museum programs and exhibits.

SKILL

Knowledge

General and Specific Knowledge:

- Museum operations.
- Preventative conservation.
- Exhibition design and development.
- Artifact handling.

Formal Education and/or Certification(s):

- Minimum: Graduate Degree in Museum Studies or related area including Conservation, History, Anthropology, Archaeology, Cultural Geography, Folklore or Fine Arts.

Years of Experience:

- Minimum: 2 – 3 years of experience.

Competencies:

- Research skills.
- Presentation skills.
- Ability to multi-task.
- Computer skills.

Interpersonal Skills

- A range of interpersonal skills are used including: listening to information from the general public, colleagues and staff from other related institutions; asking questions to gather information on historical objects and collections; providing routine and complex information and direction to visitors and staff regarding collections and Newfoundland history in general; facilitating meetings among staff regarding exhibitions; and gaining the cooperation of others to complete work tasks.
- Communications occur with: employees within the immediate work area and department as well as with staff from other departments or related institutions; supervisors and managers; and

the general public.

- The most significant contacts are with: supervisors/managers; other curators; and museum technicians and interpreters.

EFFORT

Physical Effort

- Work demands typically do not result in fatigue, requiring periods of rest.
- Lifting and moving museum exhibits weighing up to 25 lbs occurs occasionally.
- Sitting, standing and walking occur when conducting certain work tasks such as research, performing office duties, delivering presentations, etc.
- Fine finger and precision is required to operate a computer.

Concentration

- **Visual** concentration is required to examine artifacts; assist in exhibit installations and to ensure collections are handled appropriately; to oversee digital photography; to perform a variety of computer work including writing and editing reports and entering data related to collection management.
- **Auditory** concentration is required to communicate with colleagues, supervisors and managers to discuss work requirements and to interact with the public.
- Other sensory demands such as **touch** is used to carefully handle artifacts and **smell** can be utilized to identify mold when inspecting artifacts and sculptures.
- **Eye hand coordination** is required to perform computer based work including digital photography and image editing as well as handling artwork; archival mounting and framing; cleaning and repairing delicate objects; and installing artwork which may require the use of power tools.
- **Repetition requiring alertness** is evident when researching and writing content for exhibitions; performing data entry; and overseeing loan forms, collection inventories and photograph editing.
- **Higher than normal levels of attentiveness** is required to ensure exhibits are safe during public openings; to ensure artwork is handled and installed in a safe manner; and when handling artifacts and working in off-site storage facilities.
- **Time pressures and deadlines** exist regarding exhibit design and development to meet opening dates and to ship or loan exhibits and artifacts to other locations.
- **Lack of control over work pace** occurs when dealing with outside exhibitors or to develop exhibitions on short notice and within tight timeframes.
- **Exact results and precision** is required to complete digital photography and document artifacts and artwork in the collections database; to ensure historical accuracy in exhibit texts and accuracy of information on acquisition agreements.

Complexity

- Work typically involves a series of tasks and activities that are different/unrelated and require a broad range of skills and knowledge.
- Typical challenges vary depending on the specific program area but may relate to overseeing museum inventory, exhibit design and development and collection management which requires

communication with colleagues and supervisors/managers to co-ordinate a wide range of tasks. Artifact collections work typically involves artifact assessment, research, documentation, determining acceptance of artifacts and the completion of any related financial and administrative details.

- References available to address typical challenges would include The Rooms Corporation Act; The Historic Resources Act; the Canadian Conservation Institute manuals and guidelines in collections care, preservation and conservation; Canadian Heritage Information Network standards as well as internal museum policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled. Established procedures, guidelines and standards are in place as well as common practices for museum operation.
- Without formal approval decisions can be made regarding collections care, preservation and conservation; purchases under \$500; content for exhibit development; and the supervision of staff.
- Decisions requiring supervisory approval include: purchases/requisitions over \$500; exhibit development; artwork loans; acquisition and exhibition text sign-off; policy and procedure development and implementation; and the recruitment and hiring of new staff.
- Discretion is exercised regarding collection management including artwork conservation/preservation and to open museums/interpretation centres outside of normal operating hours. Discretion is also exercised within predetermined limits when proposing exhibitions based on the collections.
- Discretion and judgment is exercised in the daily operations of a museum. Takes the lead in planning and developing programming and exhibits. Responsible for the delivery of quality services to the public. Assesses and recommends artifacts during the collections acquisition process.
- A high degree of independent discretion and judgment is exercised to propose and lead the implementation of exhibit projects including the development of interpretative exhibit content; and during the artifact loan process by refusing artifact loans if specific conditions are not met by the borrower.

Impact

- Impacts generally affect: the immediate work area and department; outside the department; and on the general public. For example, exhibit design and development involves staff from throughout the organization to develop the exhibit for public viewing.
- Work activities impact on: equipment and information in terms of exhibit development and program delivery; finances; material and human resources; facilities; and corporate image.
- Consequences of mistakes or errors are directly felt within the immediate work area and department, outside the department and on the general public. Mistakes in exhibits, programming and collection management could lead to poor service delivery to the public including delays in exhibition displays or damage to artwork and artifacts. Mistakes could negatively impact corporate image.
- The time frame to identify and resolve consequences of mistakes is typically within 24 hours,

however it depends on the nature of the mistake (i.e. errors in collection management could take weeks to resolve).

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Development and leadership responsibilities exist and include: providing on-the-job advice, guidance, direction, training and feedback; providing input into performance assessments and staffing and recruitment issues; delegating/allocating tasks, organizing and coordinating the work of museum technical, and interpretation staff.
- May take a senior team member or project lead role on exhibition projects.

WORKING CONDITIONS

Environmental Working Conditions

- Work typically does not require any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injuries if normal precautions are followed.
- Occasionally exposed to dirt and dust when assisting with exhibit installations; computer glare; chemicals; toxic substances; odours and fumes.