



**Job Title: Assistant Curator**

## **CLASSIFICATION DESCRIPTION**

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**Department: Leepa/Rattner Museum**

**Pay Grade: 108**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

## **JOB SUMMARY**

This position maintains art and museum collections, develops and maintains tracking of items, and assists with the creation and implementation of exhibitions. Responsibilities may include: setting up the layout, lighting, and security for exhibitions; maintaining gallery records and archives; writing and producing collection signage and educational materials; implementing standards for the exhibition, storage, and conservation of art; and performing the duties of the assigned workers.

## **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates the development of museum exhibits which includes: choosing objects for display; setting up layout, lighting and security; and writing, designing, and producing text panels and labels.
- Evaluates museum program content which includes researching museum exhibits, scheduling and reserving exhibits, and developing programming as necessary.
- Schedules, coordinates, and conducts school tours and school presentations which include creating and distributing educational materials, creating and presenting classroom lessons, conducting tours, and training volunteer tour guides.
- Maintains museum collections; develops items tracking records and systems; and maintains gallery archives.
- Implements standards and procedures for the exhibition, storage and conservation of art collections.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in art, art history, museum studies, or a related field; two (2) years of related work experience in a museum; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Prepared: February 2023

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Museum collections management;
- Museum exhibit development;
- Curriculum development;
- Educational principles and practices;
- Basic marketing principles and practices;
- Customer service principles;
- Research practices and methods;
- Public relations principles; and
- Computers and related software applications.

### Skills in:

- Developing museum collections;
- Creating exhibits;
- Developing and presenting educational materials;
- Creating marketing materials;
- Public speaking;
- Conducting research;
- Preparing records and reports;
- Monitoring inventory and reconciling retail accounts;
- Providing customer service;
- Developing and implementing operational policies and procedures;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Develop and implement operational policies and procedures;
- Develop museum collections; and
- Develop and present educational materials.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<b>X</b>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<b>X</b>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<b>X</b>	Reaching – extending hands or arms in any direction.	<b>X</b>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<b>X</b>

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

May be subject to exposure from dusts, odors, and chemicals.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

**St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.**