

ASSISTANT CURATOR

PURPOSE AND NATURE OF WORK

This is responsible technical work involved with assisting one or more of the Curators in developing and implementing various educational programs for the Museum and/or Planetarium. The primary duties of an incumbent in this class may be of a specialized nature, however, the assignments are not limited solely to the incumbent's field of specialty. Employees may be required to work nights and weekends when necessary.

General supervision is received from a Curator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists a Curator in planning, organizing, and giving educational programs and workshops. Assists with the design, construction, and display of exhibits. Conducts workshops, gives guided tours and leads all-day and overnight field trips. Promotes programs via the news media and public appearances. Researches information for exhibits, programs, tours, field trips, etc.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of either biology, geology, astronomy, exhibit design and arrangement, or other field as related to the area of assignment.

Knowledge of the principles and objectives of educational programs and related activities.

Knowledge of the equipment, techniques, and skills pertinent to the area of assignment.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with other employees, volunteers, and the general public.

Ability to maintain group discipline and work effectively with all age groups.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in either a particular physical science, natural science, art or related field as required for the specific position being recruited for; some experience in teaching or responsible public contact work preferable; or any equivalent combination of training and experience.