



Museum Job Function

Curatorial Assistant I

Grade 49

Summary

Assists in the maintenance of a scholarly collection of materials or objects within a specialized field.

Typical Duties

1. Records incoming and outgoing exchanges and new entries.
2. Handles the specimens when relocating, reorganizing, or lending the collection and may package the specimens for shipping.
3. May show the collection to visiting scholars, students, and the public.
4. May compose correspondence pertaining to the collection, gathering information from specified sources.
5. May fumigate the collection.
6. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent with some related college background preferred.

Skills and Experience: No previous experience required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.