



Museum Job Function

Curatorial Assistant III

Grade 53

Summary

Performs a wide range of curatorial duties requiring specialized knowledge, background and skill determined by the collection and the scope of the particular collection study.

Typical Duties

1. Performs specific and in-depth identification of specimens or artifacts. Researches changes and incorporates them into the collection.
2. Catalogs specimens and performs related research as required.
3. Oversees, prepares and maintains loans and exchanges in consultation with supervisor.
4. Serves as a principal source of specialized information on the collection to visiting scholars, faculty, staff, students, and general public. Supervises visitors in use of the collection.
5. Responds to technical inquiries and composes correspondence related to the collection.
6. May organize and distribute work to other staff.
7. May train staff in technical procedures.
8. Researches technical problems and procedures, including preservation, developments in specimen conservation techniques.
9. May assist with installing and disassembling exhibits.
10. Performs related duties as required.

Typical Requirements

Education: College background in the specific field of collection preferred.

Skills and Experience: Two or more years of related collection experience required. Familiarity with computers and with literature relating to particular collection.

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.