



## Museum Job Function

# Senior Curatorial Technician

Grade 55

### Summary

Performs coordinating role for a museum activity, such as collection management. Performs a wide range of advanced curatorial and administrative duties, requiring specialized knowledge of the collection. Oversees day to day workload and in absence of Curator. Under general supervision, accomplishes most tasks independently, keeping supervisor informed of progress and problems.

### Typical Duties

1. Maintains and organizes the collection.
2. Works with Curator in developing exhibits; may participate in curation, collecting specimens, collections management, preparation for a specialized collection or related publications. Coordinates movement, storage, and handling of collection in keeping with standard professional practices and procedures.
3. Assists in planning for growth of the collection, as well as its care and preservation. Processes acquisitions in keeping with museum policy and space availability.
4. Serves as an initial source of specialized information in a museum function, collection, or facility.
5. Advises visiting scholars, faculty, staff, students, colleagues, and general public in use or handling the collection. Facilitates use of collection by visitors and through loans and exchanges.
6. Responds to technical inquiries by phone and in person. May compose correspondence related to inquiries
7. Performs research: searches local and national databases for information pertaining to materials and objects.
8. Develops and updates record keeping systems. Utilizes collections management database to create or maintain records.
9. Oversees workflow, schedules and trains other support staff, students, interns, casual employees, and volunteers. Assists with hiring process.
10. May compile information used in preparation of grant proposals and publications.
11. May plan and deliver gallery talks, conduct object handling training and/or assistant training on selected topics.

12. May perform translation assignments.

**Typical Requirements**

*Education:* BA in specialty area or equivalent work experience required. Master's degree may be preferred.

*Skills and Experience:* Five or more years of related experience required with broad knowledge of curatorial methods and techniques. Familiarity with collection specialization, knowledge of issues of handling, storage, and preservation of collection. Knowledge of computer applications and literature relating to particular collection. Demonstrated ability to work as part of a team. Excellent interpersonal skills, ability to set/adjust priorities, and manage multiple tasks. Team leadership and customer service skills. May require fluency in one or more foreign languages.

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