

Museum Job Function

Curatorial Job Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Curator Management II	<p>Master's degree in specialized area; PhD preferred</p> <p>8+ years of progressively responsible related experience, including museum curatorial experience</p> <p>Fluency in English and proficiency in one or more foreign languages</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages a medium and/or moderately complex specialized collection with department wide responsibility (Consider the size/value of the collection and budget, the number of exhibitions and the nature of the publications)</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion</p> <p><b>GIVEN:</b> <b>Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion