

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
56E	Curator Professional I	Bachelor's degree in a specialized field; Masters preferred 3+ years of museum curatorial experience	<ul style="list-style-type: none"> • Maintains collection inventory and generates reports • Maintains professional standards in collection organization, storage and housing • Facilitates access to collections in storage • Maintains professional standards in object safety and handling • Manages electronic collection records, files and paperwork • Answers queries from students, public, faculty and scholars • Gives lectures, gallery talks, demonstrations to visitors • Conducts collections research, writing and cataloguing • Plans, organizes and implements exhibitions and public programs • Oversees project staff • Supervises and trains interns and volunteers 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive curatorial work for an exhibition or an aspect of an exhibition</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</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
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