

## CURATOR OF ART SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
0982	Curator of Art I	02	060	6 mo.	06/15/14	Rev.
0983	Curator of Art II	02	060	6 mo.	06/15/14	Rev.
0984	Curator of Art III	02	060	6 mo.	06/15/14	Rev.

### ***Promotional Line: 184***

#### Series Narrative

Employees in positions allocated to this series manage and develop the art collection(s) of a museum. They maintain records of the collection, including preservation, storage, security, and shipment of museum objects. They identify gaps in the holdings and investigate and arrange for the acquisition of items to fill the gaps or to add other, new items to the museum's holdings. They also develop exhibit themes and/or install exhibits displaying the holdings and make arrangements for the transport of incoming or outgoing collections or exhibits. They also prepare written materials to explain or promote exhibits, the collections, or other museum activities.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Curator of Art I**

**0982**

Employees in positions allocated to this level perform entry level duties related to the development, storage, security, and exhibition of art objects. They work under general supervision of higher level individuals.

A Curator of Art I typically –

1. assists in records management of collections, such as:
  - a. filing correspondence, collection and exhibit references, and research on art objects as directed.
  - b. filing records of past and present exhibits, including documentary slides.
  - c. assisting with the maintenance of inventory records of the collections.
  - d. assisting in preparing written descriptions of objects and assigning and affixing accession and/or catalog numbers to objects.
2. assists in processes needed or the development of the collections, such as:
  - a. maintaining files of attribution and authentication reports on objects.
  - b. filing correspondence related to acquisition of objects or collections.

- c. under direction, assisting in the preparation of correspondence and other forms to make arrangements for the acquisition of objects.
3. assists in the development of exhibits programs, such as:
  - a. compiling material for arrangement of traveling exhibits, new accessions, and loans.
  - b. assisting with preparation of objects to be displayed.
  - c. under direction and with instruction, operating hand tools to frame and mat prints; and framing, lining, and restretching canvases in preparation.
  - d. providing input in selection of objects for exhibition.
  - e. providing information for others, including exhibits designers, to use in the preparation of written information for news releases or catalogs.
4. assists in the care and security of objects in the collection, such as:
  - a. monitoring temperature and humidity controls and preparing reports.
  - b. maintaining cleanliness of exhibits, storage, and work areas.
  - c. assisting in preparation of objects for shipment (such as inspecting and cleaning, crafting, and recording incoming and outgoing shipments).
  - d. inspecting facilities daily.
  - e. setting direction/focus of closed circuit monitors.
  - f. ensuring that objects are maintained in appropriate area according to "locator file".
5. assist with public relations functions such as:
  - a. selecting, assembling, and composing publicity materials.
  - b. planning effective promotional activities related to art collections and exhibits.
6. performs other related duties as assigned.

**Level II: Curator of Art II****0983**

Employees at this level develop art collections, are responsible for the storage, security, and exhibition of art objects; and maintain collections records. They work under direction of higher level individuals.

A Curator of Art II typically –

1. is responsible for the records management of collections, such as:

- a. maintaining and being responsible for the filing of correspondence, references, research reports, and records of past and present exhibits.
  - b. determining where records should be filed within the system and keeping the files organized for accessibility, using basic recordkeeping systems and computer databases.
  - c. completing and updating records of location of objects.
  - d. preparing and maintaining records for identification and authentication of art objects.
2. completes tasks needed for the development of the collections, such as:
- a. being aware of collection content and identifying collection needs.
  - b. identifying need for, and investigating sources to develop, attribution and authentication reports and preparing authentication reports and preparing authentication reports under direction.
  - c. preparing drafts of correspondence to arrange for acquisition of objects for review by supervisor.
  - d. assigning accession/catalog numbers to objects added to the collection.
  - e. gathering information concerning works of art.
3. develops exhibits programs, such as:
- a. selecting objects for exhibits as required.
  - b. preparing objects for exhibit or storage.
  - c. framing and matting prints; framing, lining, and restretching canvases in preparation for display storage.
  - d. providing information or preparing drafts of written information concerning objects for exhibits designers to use in setting up exhibits.
  - e. assisting with the installation of exhibits as required.
  - f. assisting in arranging activities related to art exhibits (such as tours, workshops, or craftsmen to demonstrate their skills).
4. is responsible for the care and security of items in the collections, such as:
- a. specifying needs in the gallery/museum areas of security guards as necessary.

- b. being responsible for cleanliness of exhibit, storage and work areas.
  - c. reporting collection preservation and restoration needs to the director.
  - d. preparing objects for shipment, inspecting objects, and completing condition reports for incoming and outgoing shipments.
  - e. maintaining proper condition of exhibits.
  - f. monitoring temperature and humidity controls and reporting problems.
  - g. reporting problems concerning storage and condition of collections.
  - h. making recommendations for security of high risk objects.
  - i. maintaining organized and secure system of storage for collections.
  - j. maintaining a record system showing location of art objects.
5. recommends equipment needs.
  6. assists in negotiating purchase, sale, exchange, or loan of collections.
  7. provides public relations functions (such as selecting and assembling materials, including brochures, flyers, calendars of events, posters, bulletins, newspaper articles, and newspaper, radio, and television news releases pertaining to anthropological exhibits).
  8. schedules use of gallery/museum space.
  9. provides information to be included in or prepares drafts of correspondence, forms, records, reports, or brochures as requested.
  10. performs other related duties as assigned.

**Level III: Curator of Art III****0984**

Employees at this level supervise the development and records management of collections, the development of exhibits, and the care, safety, and security of art objects. They work under administrative direction of higher level individuals.

A Curator of Art III typically –

1. establishes computerized systems for the records management of collections.
2. performs research to identify and authenticate art objects in the collections.
3. is responsible for the development of the collections, such as:

- a. identifying gaps in the collection and making recommendations for enhancement.
  - b. independently identifying need for and investigating sources to develop attribution and authentication reports.
  - c. making specific recommendations for the acquisition of works of art or collections.
  - d. supervising or making arrangements for acquisition of works of art, with approval by director.
  - e. being aware of availability of specific works of art and making preliminary contacts to determine possibility of acquisition for gallery/museum.
  - f. composing correspondence to make arrangements for acquisition of objects.
4. supervises the development of exhibit programs, such as:
- a. selecting objects for display according to specifications and design plan, in consultation with exhibits designer.
  - b. supervising the preparation of objects for display.
  - c. supervising and/or performing framing and matting of prints; framing, lining, and restretching of canvases for display or storage.
  - d. supervising the preparation or preparing drafts of written information for use by exhibits designers and director.
  - e. supervising the preparation of exhibit objects/collections according to design specification.
  - f. arranging activities related to art exhibits (such as tours, workshops, or craftsmen to demonstrate skills).
5. supervises and establishes standards for the care, safety, and security of works of art in the collections, in storage, or elsewhere, such as:
- a. making recommendations for collection preservation and restoration needs to the director
  - b. making recommendations for improvements in collection storage and exhibit areas.
  - c. making recommendations and providing alternate solutions to solve temperature and humidity control problems.
  - d. supervising the inspection of works of art and completing condition reports or incoming and outgoing shipments of art objects.
  - e. supervising the preparation of shipments of collections and traveling exhibits.

- f. supervising the maintenance of the collection storage area.
6. provides public relations functions, such as:
    - a. selecting and assembling publicity materials, including brochures, flyers, calendars of events, posters, bulletins, newspaper articles, and newspaper, radio, and television news releases pertaining to art exhibits).
    - b. attending meetings, conventions, and civic events to promote the institution, to see financing, and to maintain community alliance.
  7. trains and supervises curatorial, fiscal, technical, research, and clerical staff, as well as student volunteers or interns.
  8. composes correspondence, forms, records, reports, news releases, brochures, and catalogs in final form for review.
  9. designs, organizes, or conducts tours, workshops, and instructional or educational sessions to acquaint individuals with an institution's facilities and materials.
  10. recommends equipment needs related to collections by supplying specifications, vendors, costs, and justification for purchase.
  11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Curator of Art I**

**0982**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years (36 months) of experience in the following areas of preparation:
  - (a) experience and/or training that provided a knowledge of art history and the history and the techniques used in the preservation, restoration, and/or exhibition of museum collections comparable to that normally provided in Bachelor Degree program.
  - (b) college coursework in art history or studio art with significant, approximately 20 semester hours in art history that included credit for course(s) covering techniques used in the preservation, restoration, and/or exhibition of museum collections:

Associate Degree or 60 semester hours equals one year

90 semester hours equals two years

Bachelor's degree or 120 semester hours equals three years

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of art history.
2. Knowledge of techniques used in the preservation, restoration, and/or exhibition of museum collections.
3. Knowledge of computer databases.
4. Ability to acquire knowledge of the methods used in collection development.
5. Ability to interpret collections and to communicate knowledge and information regarding them.
6. Ability to maintain records of art objects and collections.
7. Ability to communicate orally and in writing.

**Level II: Curator of Art II****0983**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years (36 months) of experience in the following areas of preparation:
  - (a) experience and/or training that provided a knowledge of art history and the history and the techniques used in the preservation, restoration, and/or exhibition of museum collections comparable to that normally provided in Bachelor Degree program.
  - (b) college coursework in art history or studio art with significant, approximately 20 semester hours in art history that included credit for course(s) covering techniques used in the preservation, restoration, and/or exhibition of museum collections:
    - Associate Degree or 60 semester hours equals one year
    - 90 semester hours equals two years
    - Bachelor's degree or 120 semester hours equals three years
2. One year (12 months) of work experience comparable to next lower level of this series.

***\*Note: A Master's Degree in Art History or closely related field may be substituted for one (1) year (12 months) of experience.***

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of art history.
2. Knowledge of computer databases.

3. Skill in applying techniques used in the evaluation, preservation, restoration, and exhibition of art objects.
4. Skill in applying techniques used in cataloging/classifying art objects.
5. Skill in applying methods used in collection development.
6. Skill in interpreting collections and communicating knowledge and information regarding them.
7. Skill in maintaining records of art objects and collections.
8. Skill in identifying security, storage, and shipping needs.
9. Skill in communicating orally and in writing.
10. Ability to supervise others.
11. Ability to develop exhibit programs.

**Level III: Curator of Art III****0984**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years (36 months) of experience in the following areas of preparation:
  - (a) experience and/or training that provided a knowledge of art history and the history and the techniques used in the preservation, restoration, and/or exhibition of museum collections comparable to that normally provided in Bachelor Degree program
  - (b) college coursework in art history or studio art with significant, approximately 20 semester hours in art history that included credit for course(s) covering techniques used in the preservation, restoration, and/or exhibition of museum collections:
    - Associate Degree or 60 semester hours equals one year
    - 90 semester hours equals two years
    - Bachelor's degree or 120 semester hours equals three years
2. Two years (24 months) of work experience comparable to next lower level of this series

***\*Note: A Master's Degree in Art History or closely related field may be substituted for one (1) year (12 months) of experience.***

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of art history.
2. Knowledge of current market for acquisition of collections and availability of objects.



3. Skill in applying methods used in the development of collections.
4. Skill in applying techniques used in the selection, evaluation, preservation, restoration, and exhibition of art objects.
5. Skill in interpreting collections and in communicating knowledge and information regarding them.
6. Skill in communicating orally and in writing.
7. Skill in supervising others.
8. Ability to establish records maintenance system.
9. Ability to perform research to identify and authenticate anthropological artifacts.
10. Ability to supervise the development of exhibit programs, ideas, and themes.
11. Ability to communicate with media.