Museum Specialist

Job Code	Job Title	Pay Grade
4103E1	Museum Specialist	25

CONCEPT:
This is specialized work in the administration of museum activities, programs and collections. Work involves accessioning and maintaining permanent records on museum collections; collecting, classifying and caring for the collections; planning, constructing and interpreting exhibits and displays; and conducting research for programs and collections.

TASKS

- Conducts primary and secondary research to ensure all collections and information are accurately portrayed according to the appropriate historical period.
- Assists in acquiring specific artifacts to expand the museum's collections; assesses need for acquisition of new artifacts; interacts with potential donors; conducts research on artifacts to recommend acceptance or rejection as part of the collections.
- Catalogs and maintains records on the collections of the museum; organizes storage of collections to ensure easy retrieval and minimal damage; coordinates retrieval records on incoming and outgoing loans and traveling exhibitions.
- Works as a member of design and production team to oversee the construction, modification, and maintenance of museum exhibits; establishes construction schedules and estimates materials costs.
- Consults with museum conservation staff to provide proper care, preservation and storage of artifacts in the collections; handles living and preserved scientific specimens in a manner designed to preserve and protect them for exhibits and education programs.
- Assists the public and patrons by responding to mail and telephone inquiries, assisting with research, and conducting tours.
- Consults with local county or state museums or organizations by making recommendations for preserving artifacts and exhibit construction.
- May serve as a member of the museum's planning team to continue monitoring the development of the museum programs and exhibits; completes various reports on work activities; provides cost estimates for budget recommendations.
- May supervise employees, students, interns, contract employees, grant-supported staff or a volunteer program; instructs in the safe use of hazardous chemicals and equipment.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:
Five years direct experience in the field of historical organization, agency or museum work.

REF: 12/13
REV: 6/23
REV: 6/24
REV: 6/25
REV: 7/25