

# Museum Specialist

**Job Code**  
4103E1

**Job Title**  
Museum Specialist

**Pay Grade**  
22

## **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:**

Bachelor's degree relevant to the field of historical organization, agency or museum work and one year of experience in historical society or museum work. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

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