

MUSEUM CURATOR

PURPOSE AND NATURE OF WORK

This class encompasses four positions, each responsible for a major Lafayette Science Museum or Acadiana Nature Station function. These are Planetarium operation, Exhibits preparation, Nature Station operation, and Museum Collections. Purpose of the work is promoting understanding and awareness of the sciences, environment, area culture and ecology using the resources of the Museum and Nature Station.

Work is performed with considerable independence under the direction of the Museum Administrator or Recreation Center Manager, and includes responsibility for overseeing activities of volunteers, tour groups, and assistants.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Selects, prepares, and presents educational programs concerning astronomy/aerospace topics to groups, operates Planetarium equipment, conducts field trips and leads observations in the area of Physical Sciences.

Suggests topics for exhibits or collections, conducts research, assembles materials, constructs, and leads groups viewing exhibits. Creates floor plans and elevations, and a complete plan for each exhibit including graphics, all copy and signage throughout the building, color and materials selection, and lighting design. Oversees exhibit fabrication, installation and de-installation. Works on long-range planning for exhibitions, directs daily technical maintenance, and provides graphics for use on website and marketing materials. Conducts publicity activities, lectures, and performs other work related to exhibits or collections.

Coordinates loans, acquisitions, and deacquisitions of collections materials. Conducts provenance, copyright, and licensing research on collections. Maintains the Museum's registers and catalogs of permanent and exhibit collections, and supervises in-house conservation procedures, including teaching courses on museum science, and directing the work of interns. Ensures collection security including monitoring environmental conditions in collections storage and exhibit areas and reviewing collection related insurance issues.

Plans, organizes and conducts educational programs of a Nature Station and surrounding land, gives lectures, leads observations and tours, oversees the work of a Naturalist. Researches, reviews, and revises educational materials for exhibits and programs. Forecasts need for, recruits, trains, and evaluates volunteers and casual staff serving the Nature Station. Participates in and oversees grounds and trail maintenance at the Nature Station.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of equipment, techniques, and skills that are pertinent to the area of assignment.

Knowledge of objectives and principles of educational programs, and of the activities included in such programs.

Knowledge of computer programs related to area of assignment.

Knowledge and skill in the safe use of power tools and operation of light equipment related to area of assignment.

Ability to plan, organize and conduct programs in the area of assignment with independence.

Ability to conduct group activities for school age children in a safe and orderly fashion.

Ability to establish and maintain effective working relationships with superiors, employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree with graduate study in Astronomy, Physics, Biology, Environmental Science, Interior Design, Industrial Design, Art, or discipline appropriate to position being filled, supplemented by working experience related to the area of assignment; or an equivalent combination of education and experience.