



Career Service Authority  
Museum Collection Assistant

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**GENERAL STATEMENT OF CLASS DUTIES**

Assists in documentation, storage, and inventory of the art collection at the Denver Art Museum, prepares art work for shipping and/or exhibit, and transports individual objects and exhibits.

**DISTINGUISHING CHARACTERISTICS**

Museum Collection Assistant maintains the art collection inventory at the Denver Art Museum. It is distinguished from Museum Curatorial Assistant, which assists curators in maintaining museum collections and collection documentation.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Locates and transports art objects from storage to various galleries and work areas in the museum, and places art objects into storage.

Assists in uncrating inventory and inspection of the condition of museum artifacts and reports condition to Registrar.

Some positions are responsible for monitoring art storage security and environmental control guidelines, which includes monitoring of temperature, humidity, and insect traps.

Some positions perform manual, physical, and computerized inventory control and maintenance, and accesses work orders, physical histories, and photographs to locate art objects.

Some positions prepare cost estimates for crates used for shipping of exhibitions and loans to other museums, and for temporary and traveling exhibits.

Installs art in galleries and for temporary show, including making modifications to displays or changing hanging hardware.

Constructs shipping crates, organizes crating area and crate storage and inventory, and orders supplies and materials.

May assist in the coordination and checking of work completed by other employees for various short term projects.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of safety practices and precautions common to artifact preservation sufficient to be able to pack and ensure the safety of crates appropriate for each piece of work.

Knowledge of inventory practices sufficient to be able to identify shortages, reorder as necessary, and maintain adequate levels of supplies.

Knowledge of inventory control techniques sufficient to be able to organize and determine the placement of inventoried objects.

Knowledge of supervisory principles and practices sufficient to be able to schedule, coordinate and assist subordinates with problem resolution.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in estimating the cost of constructing crates used for shipping art work

Skill in carefully handling, inspecting, and taking inventory of large, small and fragile art objects.

Skill in maintaining and organizing the work area to ensure a smooth and efficient operation

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping or otherwise working with hand(s)  
Fingering: picking, pinching, or otherwise working with fingers.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: Raising or lowering an object more than 50 pounds.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Exposed to temperature changes; variations in temperature from hot to cold.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
Exposed to hazards from electrical/mechanical/power equipment.  
Subject to many interruptions.

***Education Requirement:***

Bachelor's Degree.

***Experience Requirement:***

One year of museum experience in art and artifact registration, or storage, inventory, and conservation of collections.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

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***Licensure and/or Certification:***

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Janell Flaig

**REVISED DATE:** 06/28/2009

**REVISED BY:** Meredith Creme

**CLASS HISTORY:** 06/2009, class specification was put into a new format; competency statements and a distinguishing characteristics narrative were added.