



Career Service Authority  
Museum Curatorial Assistant

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**GENERAL STATEMENT OF CLASS DUTIES**

Assists curators or administrators in maintaining museum collections and collection documentation.

**DISTINGUISHING CHARACTERISTICS**

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

***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 explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs leadwork.

## ESSENTIAL DUTIES

Researches objects in the collection, writes or edits informational and educational materials, including object and extended label copy, and assists with exhibition catalog editing.

Processes acquisitions and de-acquisitions, art loans with other museums, and tracks and arranges for storage of objects in the collection.

Some positions may oversee departmental office and library operations, and make arrangements for graphics.

Some positions assist with monitoring and preparing the budget, and writing grant proposals.

Some positions direct volunteer staff working on collections and maintaining collection documents.

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.

**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.

**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.

**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.

**Attention to Detail** - is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Knowledge of history, material culture, art history or art/artifact genres sufficient to be able to perform research on collections materials.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and subordinates with problem resolution.

Knowledge of office and library operations sufficient to be able to ensure proper operation.

Skill in researching and preparing written justification for use in proposals for funding.

Skill in organizing and maintaining documents in logical working order and preparing documentation in accordance with oral directions and various job related guidelines.

Skill in filling out forms and completing paperwork related to the work assignment.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

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

Balancing: maintaining body equilibrium to prevent falling over.

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.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 10 - 25 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:**

Subject to many interruptions

Subject to long irregular hours

**Education Requirement:**

Bachelor's Degree.

***Experience Requirement:***

One year of experience assisting with analysis, research, and presenting informational materials and reports.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement

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

By position, requires a valid driver's license.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

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

***ESTABLISHED BY:*** Unknown

***REVISED DATE:*** 12/01/1995 (Don Braden)  
06/28/2009 (Meredith Crème)

***REVISED BY:*** Meredith Creme

***CLASS HISTORY:*** 6/2009 - class specification was put into a new format; competency statements and a distinguishing characteristics narrative were added.