

ASSOCIATE CURATOR

DEFINITION

The Associate Curator performs routine professional museum and cultural work including exhibition, preservation, storage, presentation graphics and design under the supervision of the Curator and in direct collaboration with the museum technical staff. The employee initiates and completes projects as assigned using established procedures.

DUTIES (NOT ALL INCLUSIVE)

Researches, prepares and mounts exhibits and installs articles, and gives lectures to groups on subjects pertaining to the fine arts and folk arts of the U.S. Virgin Islands.

Maintains identification files of museum exhibits and photo reproductions available through members of the community.

Develops a coordinated graphic design program including the production of graphic designs and display materials for museum exhibits and Audio Visual (AV) presentations, outreach programs, and publications.

Gives tours and lectures to visiting groups and travels into the community to give presentations to schools and other interested groups.

Maintains and operates all audiovisual equipment used in museum displays and (AV) programs such as filmstrip projector and ½ frame camera, slide projector, 16mm camera, slide viewer, photo reproductive copy stand, and dry mount press.

Trains museum personnel in the operation of all (AV) equipment used in museum programs.

Teaches cultural education at various private and public schools and organizations throughout the islands.

Oversees the general care of art and historical objects and other museum artifacts.

Assists private and public schools and other civic organizations in planning various cultural events/fundraisers.

Installs new exhibits and additions to collections.

Prepares monthly and annual reports and operating budget for museum program area to which assigned.

Assists in the supervision of other members of the bureau when required.

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Keeps statistical records such as film consumption, number of linear feet of film exposed, processed, printed.

Performs other related duties as required.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Considerable knowledge of Virgin Islands culture, history, customs.

Considerable knowledge of museum organization and administration.

Some knowledge of bureau organization and administration.

Ability to interpret and explain museum program to the public and to establish and maintain effective museum public relations.

Skill in oral and written communications.

Ability to perform research and extract data from relevant sources.

Ability to interpret cultural dance and folklore in a meaningful way to the public.

Advanced skills in design and graphics.

Ability to establish and maintain effective work relationships with supervisor, co-workers and the public.

Ability to establish and maintain interagency relationships.

FACTOR 2 - SUPERVISORY CONTROLS

Employee works under the general supervision of a higher level officer who assigns duties. The employee is expected to function independently in executing his/her duties. Work is reviewed through meetings and conferences to ensure full level performance and completeness.

FACTOR 3 - GUIDELINES

Guidelines include departmental policies, procedures, rules and regulations.

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FACTOR 4 - COMPLEXITY

Duties can be complex depending on the interpretation and presentation that is extracted from the cultural dance or folklore. It also can become very complex relative to the methods used to preserve the various fine arts and exhibit kept for presentation.

FACTOR 5 - SCOPE AND EFFECT

The purpose of this position is to perform such tasks and function necessary to preserve, interpret and present fine arts, cultural dance and folklore traditions.

FACTOR 6 - PERSONAL CONTACTS

Contacts are primarily with young adults and the public, as well as with co-workers.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose of the contacts are to teach, organize and disseminate information to the public.

FACTOR 8 - PHYSICAL DEMANDS

Work requires walking, dancing, bending, standing or stooping.

FACTOR 9 - WORK ENVIRONMENT

Work is performed outdoors as well as indoors. Employee may be exposed to the natural elements.

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MINIMUM QUALIFICATIONS

BA in arts, history, archaeology, fine arts anthropology or a related field.

OR

AA degree in arts, history, archaeology, fine arts, anthropology or a related field and two (2) years experience in a similar position.

OR

High School Diploma or its equivalent and four (4) years experience working in museum, archives or experience in local, folklore or cultural presentation.

DATE: _____

APPROVED: _____
DIRECTOR