Job Classification Specification

Assistant Curator

Classification Description (Same as existing class spec):

The assistant curator is responsible for developing, cataloguing, and maintaining a collection or for one aspect of those functions within a larger collection. S/he may be responsible for interpreting a collection to other scholars, students, or the public, and/or for the preservation of the collection. The assistant curator may report to an associate curator or a curator. S/he may be responsible for a part of a collection, or for one aspect of the entire collection.

Responsibilities: (representative listing) Developing, maintaining and cataloguing a collection, or part of a collection. Developing systems for access to the collection. Interprets the collection to other scholars, students, or the public. Responsible for preservation of the collection. Disseminate research and information about holdings through scholarship and publication, and to a broader audience through developing and/or participating in educational and outreach programs through the university or other agencies. Maintaining current knowledge of developments within the field. Continued professional development and contributions to the field.

Required Qualifications

Degree and/or credentials: Master's degree required. Terminal degree preferred and may be required.

Experience: Training and academic background specifically related to a curatorial or other closely related position.