Job Classification Specification

Associate Curator

Classification Description (Same as existing class spec):

The associate curator is responsible for development, cataloguing, and maintenance of a collection, developing systems of access to the collection and public awareness of the collection and its value. 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 associate curator may assist a curator, taking responsibility for all aspects of one part of a collection, or one aspect of the whole collection. The associate curator may supervise assistant curators and other staff, and may report to a curator.

Responsibilities: (representative listing) Developing, maintaining and cataloguing a collection, or part of a collection. Developing systems for access to 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. Interprets the collection to other scholars, students, or the public. Responsible for preservation of the collection. Maintaining current knowledge of developments within the field. Continued professional development and contributions to the field.

Required Qualifications

Master's degree required. Terminal degree preferred and may be required.

Experience: Substantial experience and track record in a curatorial or other closely related position.