



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

MUSEUM TECHNICIANS AND CONSERVATORS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Museum Technicians and Conservators-B	I4013B	50	
Museum Technicians and Conservators-O	I4013O	55	
Museum Technicians and Conservators-A	I4013A	60	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Prepare specimens, such as fossils, skeletal parts, lace and textiles, for museum collection and exhibits. May restore documents or install, arrange, and exhibit materials.

Nature of Work

Museum technicians, commonly known as registrars, assist curators by performing various preparatory and maintenance tasks on museum items. Museum Technicians may also answer public inquiries and assist curators and outside scholars in using collections.

Conservators manage, care for, preserve, treat, and document works of art, artifacts, and specimens. This is work that may require substantial historical, scientific, and archaeological research. They use x rays, chemical testing, microscopes, special lights, and other laboratory equipment and techniques to examine objects and determine their condition and the appropriate method for preserving them. Conservators document their findings and treat items to minimize deterioration or to restore them to their original state. Conservators usually specialize in a particular material or group of objects, such as documents and books, paintings, decorative arts, textiles, metals, or architectural material. In addition to their conservation work, conservators participate in outreach programs, research topics in their area of specialty, and write articles for scholarly journals. They may be employed by museums or work on a freelance basis.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform standardized duties in support of staff in the areas of collections, registrar, and conservation/preservation.

Recommended Education and Experience for Full Performance

Associate's Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology, or History; and two (2) years supervised experience working with museum artifacts/collections.

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Minimum Qualifications

Associate's Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology, or History. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling two (2) years may substitute for the required education and experience.

Operational

- Employees in this Role are responsible for the care of collections of objects/artifacts.
- Employees perform various preparatory and maintenance tasks on museum items or are responsible for the permanent records of museum collections and loans to include acquisition, description, location, and disposition or are responsible for the technical examination, sampling, testing, and preventative and corrective treatment of museum collections; monitor climatic conditions; prepare scientific reports and analysis of data; and may work on integrated pest management.

Recommended Education and Experience for Full Performance

Associate's Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology or History; and four (4) years supervised experience working with museum artifacts/collections.

Minimum Qualifications

Associate's Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology, or History; and one (1) year supervised experience working with museum artifacts/collections. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling three (3) years may substitute for the required education and experience.

Advanced

- Employees in this Role are responsible for care of collections to include accession, cataloging, physical inventory, and storage in area of specialization.
- Employees provide guidance on registration matters pertaining to legal, insurance, and customs issues; develop and enforce registration policies and procedures in the acquisition, management, and disposition of museum collections; or provide treatment and research of art/artifacts in preservation methodology, scientific research treatments and/or collections care; review and authorize written proposals for conservation treatment and other planned changes to the safe storage, exhibition, and transport of collections; and prepare complex scientific reports and advanced analysis of data.

Recommended Education and Experience for Full Performance

Bachelors Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology or History; and two (2) years supervised experience working with museum artifacts/collections.

Minimum Qualifications

Associate's Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology or History; and two (2) years supervised experience working with museum artifacts/collections. Depending upon the Museum and the nature of the position, the hiring agency may modify the experience. Any combination of

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education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Fine Arts — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

History and Archeology — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination — Adjusting actions in relation to others' actions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.