



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CURATORS

Class Title	Class Code	Pay Band	Alt Pay Band*
Curators-B	I4012B	60	
Curators-O	I4012O	65	
Curators-A	I4012A	70	

**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

Administer affairs of museum and conduct research programs. Direct instructional, research, and public service activities of institution.

Nature of Work

Curators direct the acquisition, storage, and exhibition of collections, including negotiating and authorizing the purchase, sale, exchange, or loan of collections. They are also responsible for authenticating, evaluating, and categorizing the specimens in a collection. Curators often oversee and help conduct the institution's research projects and related educational programs. Today, an increasing part of a curator's duties involves fundraising and promotion, which may include the writing and reviewing of grant proposals, journal articles, and publicity materials, as well as attendance at meetings, conventions, and civic events. Curators usually handle objects with cultural, biological, or historical significance, such as sculptures, textiles, and paintings.

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 conduct routine collection-related research.
- Employees provide information to patrons and general public upon request and develop public educational programs and exhibitions in area of specialization.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, American Studies, Archaeology, Curatorial Studies, History, Humanities, Interdisciplinary Studies, Liberal Arts, Public History, or Paleontology and two (2) years experience in exhibit development, collections management, creative writing, conducting research in specialty area of the museum, and working with historical concepts.

CURATORS

Minimum Qualifications

Bachelor's Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, American Studies, Archaeology, Curatorial Studies, History, Humanities, Interdisciplinary Studies, Liberal Arts, Public History, or Paleontology. Any combination of 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.

Operational

- Employees in this Role develop a collection; conduct collection related research, provide collection related technical expertise for programs in area of specialization.
- Employees perform original, in depth collection based research and maintain an active record of scholarly and/or scientific publications, presentations, and/or exhibits in area of specialization.
- Employees provide professional advice and assistance to colleagues and general public pertaining to museum procedure and management issues, collections, preservation issues and museum facilities and exhibitions.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, American Studies, Archaeology, Curatorial Studies, History, Humanities, Interdisciplinary Studies, Liberal Arts, Public History, and Paleontology and three (3) years experience in exhibit development, collections management, curation, creative writing, conducting research in specialty area of a museum, and working with historical concepts.

Minimum Qualifications

Bachelor's Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, American Studies, Archaeology, Curatorial Studies, History, Humanities, Interdisciplinary Studies, Liberal Arts, Public History, or Paleontology and two (2) years experience in exhibit development, collections management, curation, creative writing, conducting research in specialty area of a museum, and working with historical concepts. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Advanced

- Employees in this Role conduct research activities in developing and documenting a collection to provide administration with expertise in developing and planning programs in area of specialization.
- Employees are responsible for long-range planning and program development for overall collections acquisitions development, management interpretation, and documentation in area of specialization.
- Employees are responsible for the development, administration, and implementation of educational projects, including fundraising and donor cultivation, research, writing, publishing, critiquing, and evaluating.

CURATORS

Recommended Education and Experience for Full Performance

Master's Degree/Doctoral Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, American Studies, Archaeology, Curatorial Studies, History, Humanities, Interdisciplinary Studies, Liberal Arts, Public History, Paleontology. Curators should have a degree in Museum Studies or the area of specialization of the museum and three (3) years experience in exhibit development, collections management, creative writing, conducting research in specialty area of the museum, working with historical concepts.

Minimum Qualifications

Bachelor's Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, American Studies, Archaeology, Curatorial Studies, History, Humanities, Interdisciplinary Studies, Liberal Arts, Public History, or Paleontology and four (4) years experience in exhibit development, collections management, curation, creative writing, conducting research in specialty area of a museum, and working with historical concepts. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) 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.

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

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

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.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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

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.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Communications and Media — Knowledge of media production, communication, and

CURATORS

dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Skills

Speaking — Talking to others to convey information effectively.

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

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.

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

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

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

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

Time Management — Managing one's own time and the time of others.

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.

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.