



Museum Job Function

Curatorial Assistant II

Grade 51

Summary

Performs duties utilizing specialized knowledge to maintain a scholarly collection of materials or objects.

Typical Duties

1. Maintains the order and is responsible for the special care of the collection.
2. Catalogues and makes routine identifications of new entries.
3. Performs clerical functions connected with the lending of the collection to other institutions.
4. Serves as source of information to the public, visiting scholars, and students, explaining and describing the collection.
5. Answers correspondence pertaining to collection.
6. May oversee the workflow of other support staff.
7. Performs related job duties as required.

Typical Requirements

Education: College background preferred. Specialized course pertaining to the collection preferred.

Skills and Experience: Previous related experience helpful.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.