

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.				Agency Number	
CHECK ONE: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> EXISTING POSITION					
Part 1 - Items 1 through 12 to be completed by department head or personnel office.					
1. Agency Name Kansas State Historical Society		9. Position No. K0046333		10. Budget Program Number 49501	
2. Employee Name (leave blank if position vacant) Vacant			11. Present Class Title (if existing position) Museum Specialist (Curator)		
3. Division Education and Museum			12. Proposed Class Title		
4. Section Museum		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By		Approved
7. (circle appropriate time) Full time Perm. 100 %		Personnel Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 a.m. To: 5:00 p.m.			17. Audit Date: By: Date: By:		
PART II - To be completed by department head, personnel office or supervisor of the position.					

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
	Museum Division Director	K0063980

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Museum Division Director	K0063980

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This is specialized work in the administration of museum activities, programs, and collections. Work involves collecting, classifying and caring for the collections; accessioning and maintaining permanent records on museum collections; planning, constructing and interpreting exhibits and displays; and conducting research for programs and collections.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
E.	15%	COLLECTIONS RECORDS AND RESEARCH Works with Museum Registrar to document the collection at the museum and state historic sites by cataloging and inventorying artifacts as assigned. Generates worksheets in accordance with the cataloging manual. Corrects cataloging errors discovered during inventorying as necessary. Works with office interns and volunteers to produce collections records. Corrects their work in a polite and professional manner and displays a commitment to their personal growth and success. Responds to public and professional inquiries related to the museum collections, researching as necessary and make arrangement for visitors to view artifacts. Responds to requests in a polite, professional manner.
E.	10%	COLLECTION STORAGE & CARE Handles, transports, unpacks, and stores artifacts according to professional museum standards. Monitoring access to collections storage to ensure maximum security of collections. Orders and uses appropriate storage materials. Transports artifacts between storage and the conservation laboratories, exhibit areas, exhibit staging room, isolation room, registration and curatorial workrooms as requested. Notifies Registration Office of all artifact moves with change of location forms. Brings objects in need of treatment to the attention of the conservation staff.
E.	25%	INTERPRETATION OF COLLECTIONS & EXHIBIT DEVELOPMENT Assists with development of temporary and permanent exhibits by researching and/or cataloging artifacts to be used in the exhibits. Research artifacts through primary and secondary sources. Write, edit, and provide creative direction on exhibits in collaboration with other staff, including both physical and online/social media exhibits. Monitor status of collections and loaned artifacts to be used in exhibitions. Assists in striking exhibits by opening exhibit cases using small hand-tools, loading artifacts onto pushcarts, and transporting them to storage or work areas. Conducts public presentations on material culture and Kansas history. Researches and writes articles and other interpretive content for use on the website and to share with the public.
E.	20%	COLLECTION INQUIRY With the Collections Manager, field inquiries from staff and the public specific to the collection as well as general Kansas history and artifact issues. Conduct additional research as needed for assisting in the inquiry. Arrange and supervise artifact-based research appointments. Retrieve, prepare and rehouse artifacts for researchers.
E.	25%	ACCESSIONING/DEACCESSIONING Meets with potential donors to record information about offered donations, and photographs objects with digital camera. Responds to offers in a timely, polite and professional manner; records pertinent information about items offered; and fully explains the donation process. Transports offered donations to the museum, coordinating usage of motor vehicles and other equipment as necessary. Research collection holdings and records in order to evaluate potential donations. Attends Accessions Committee meetings and works with other curators in meeting preparations. Returns offered donations which are not accepted for the museum collection by the Accessions Committee, and explains to the potential donor why the offered donation was not accepted. Research and formally request deaccessions and final dispositions. Coordinates deaccession artifacts with Registration. Physically prepare artifacts and distribute or dispose. Treats all potential donors with sensitivity, patience, and respect. Conducts necessary correspondence with donors and potential donors as assigned.
M.	5%	OTHER RELATED DUTIES (including but not limited to): Submits monthly reports and annual reports to the museum director by the specified deadlines. Assists the public and KSHS staff members by responding promptly and accurately to inquiries on collections matters. Responds to requests in a polite, professional manner. Contributes to a positive general mood within the department, division, and agency. Completes other duties and special projects as assigned.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

-
23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The Curator works regularly with other museum staff members in planning exhibits and other interpretive programs. He/she also works with other Society professionals as the occasion demands. He/she maintains frequent contacts with the public, both in handling potential donations and in answering research inquiries. Consultation responsibilities place the Curator in regular contact with local historical societies and local museum personnel throughout the state and region.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: computer, push-cart, telephone

Weekly: forklift, step-ladder

Monthly: car or van; and digital cameras

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – Bachelor’s degree relevant to the field of historical organization, agency or museum work and one year of experience in historical society or museum work. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

Education or Training - special or professional
Preferred Master’s Degree in Museum Studies or similar fields as determined by the agency.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Preferred 2 to more years curatorial/museum experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Employee must be able to climb stairs and ladders, operate forklift and push-carts, and lift objects weighing up to 30 lbs. unassisted, in order to retrieve artifacts in work areas and on all three levels of collection storage.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or
Appointing Authority _____ Date _____