

# **CAREER GUIDE FOR MUSEUM TECHNICIAN**

SOC Code: 25-4013

Pay Band(s): 3 ([Salary Structure](#))

**Standard Occupational 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.

**Museum Technician positions in the Commonwealth are assigned to the following Roles in the [Education Support Services Career Group](#):**

## [Education Support Specialist II](#)

While Museum Technicians within the Commonwealth are all located within the Education Support Services Career Group, individuals may want to pursue other opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Historical Services and Preservation](#)

[Library Services](#)

[Media and Production Services](#)

## **SKILLS, KNOWLEDGE, ABILITIES AND TASKS**

(Technical and Functional Expertise)

### **Skills**

**Note:** *The technical and functional skills listed below are based on general occupational qualifications for Museum Technicians commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Determining the kind of tools and equipment needed to do a job.
2. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
3. Understanding written sentences and paragraphs in work related documents.
4. Communicating effectively in writing as appropriate for the needs of the audience.
5. Talking to others to convey information effectively.
6. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Installing equipment, machines, wiring, or programs to meet specifications.
8. Repairing machines or systems using the needed tools.
9. Analyzing needs and product requirements to create a design.
10. Using mathematics to solve problems.

## **Knowledge**

**Note:** The technical and functional knowledge statements listed below are based on general occupational qualifications for Museum Technicians commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The **Knowledge** of:

Historical events and their causes, indicators, and effects on civilizations and cultures.

## **Abilities**

**Note:** The technical and functional abilities listed below are based on general occupational qualifications for Museum Technicians commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The **Ability** to:

1. Imagine how something will look after it is moved around or when its parts are moved or rearranged.
2. Communicate information and ideas in writing so others will understand.
3. Communicate information and ideas in speaking so others will understand.
4. See details at close range (within a few feet of the observer).
5. Match or detect differences between colors, including shades of color and brightness.
6. Apply general rules to specific problems to produce answers that make sense.
7. Listen to and understand information and ideas presented through spoken words and sentences.
8. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
9. Read and understand information and ideas presented in writing.
10. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

## **Tasks**

**Note:** The following is a list of sample tasks typically performed by Museum Technicians. Employees in this occupation will not necessarily perform all of the tasks listed.

1. Classify and assign registration numbers to artifacts, and supervise inventory control.
2. Clean objects, such as paper, textiles, wood, metal, glass, rock, pottery, and furniture, using cleansers, solvents, soap solutions, and polishes.
3. Coordinate exhibit installations, assisting with design, constructing displays, dioramas, display cases, and models, and ensuring the availability of necessary materials.
4. Determine whether objects need repair and choose the safest and most effective method of repair.
5. Install, arrange, assemble, and prepare artifacts for exhibition, ensuring the artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set-up.
6. Prepare artifacts for storage and shipping.
7. Preserve or direct preservation of objects, using plaster, resin, sealants, hardeners, and shellac.
8. Repair, restore and reassemble artifacts, designing and fabricating missing or broken parts, to restore them to their original appearance and prevent deterioration.

9. Construct skeletal mounts of fossils, replicas of archaeological artifacts, or duplicate specimens, using a variety of materials and hand tools.
10. Direct and supervise curatorial and technical staff in the handling, mounting, care, and storage of art objects.

## **INTERESTED?**

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

The occupation of Museum Technician has **Artistic**, **Realistic** and **Investigative** characteristics as described below:

**Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Investigative** — Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

## **LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS**

Generally this is not required for Museum Technician positions in state government.

## **EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES**

The Department of Labor provides the following information:

Museum technicians assist curators by performing various preparatory and maintenance tasks on museum items. Some museum technicians also may assist curators with research.

Museum technicians usually need a bachelor's degree in an appropriate discipline of the museum's specialty, training in museum studies, or previous experience working in museums, particularly in the design of exhibits.

Continuing education, which enables museum technicians to keep up with developments in the field, is available through meetings, conferences, and workshops sponsored by historical and museum associations.

The State Council of Higher Education lists the following Virginia educational institution offering a program in Museum Studies: Hampton University.

The American Institute provides information on education programs for Conservation of Historic and Artistic Works <http://aic.stanford.edu/>.

For more information on the museums in Virginia, see the web site [http://www.virginia.gov/cmsportal/education\\_836/education\\_1007/museums\\_1266/index.html](http://www.virginia.gov/cmsportal/education_836/education_1007/museums_1266/index.html)

## **COMMONWEALTH COMPETENCIES**

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

**The Commonwealth Competencies are:**

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to: [http://jobs.state.va.us/cc\\_planningctr.htm](http://jobs.state.va.us/cc_planningctr.htm). For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

## **COMMONWEALTH CAREER PATH**

Career opportunities in the Commonwealth are not limited to moving "up" to the next highest role and pay band, changing positions, or to becoming a supervisor. That's because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The

broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example: **Museum Technician**

PAY BANDS	PRACTITIONER ROLES		
3	Education Support Specialist II		

**Sample Career Path**

**Education Support Specialist II**

The Education Support Specialist II role provides career tracks for museum technicians whose duties ranges from entry-level to journey-level working within an identified area of a museum. Employees perform various preparatory and maintenance tasks on museum items and a variety of administrative duties in support of the museum’s educational programs.

**ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:**

O\*NET (Occupational Information Network)

[http://online.onetcenter.org/gen\\_search\\_page](http://online.onetcenter.org/gen_search_page)

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network <http://www.vacrn.net/>

American Association of Museums

<http://www.aam-us.org>