

## **CAREER GUIDE FOR CURATOR**

SOC Code: 25-4012

Pay Band(s): 4 and 5 ([Salary Structure](#))

**Standard Occupational Description:** Administer affairs of museum and conduct research programs. Direct instructional, research, and public service activities of institution.

**Curator positions in the Commonwealth are assigned to the following Roles in the [Education Administration Career Group](#):**

[Education Administrator I](#)

[Education Administrator II](#)

While Curators within the Commonwealth are located within the Education Administration 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:

[Education Support Services](#)

[Historical Services and Preservation](#)

[General Administration](#)

[Training and Instruction](#)

## **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 Curators 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. Talking to others to convey information effectively.
2. 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.
3. Understanding written sentences and paragraphs in work related documents.
4. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
5. Communicating effectively in writing as appropriate for the needs of the audience.
6. Adjusting actions in relation to others' actions.
7. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
9. Motivating, developing, and directing people as they work, identifying the best people for the job.
10. Using mathematics to solve problems.

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### Knowledge

**Note:** The technical and functional knowledge statements listed below are based on general occupational qualifications for Curators 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:

1. Historical events and their causes, indicators, and effects on civilizations and cultures.
2. Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### Abilities

**Note:** The technical and functional abilities listed below are based on general occupational qualifications for Curators 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. Communicate information and ideas in speaking so others will understand.
2. Communicate information and ideas in writing so others will understand.
3. Listen to and understand information and ideas presented through spoken words and sentences.
4. Read and understand information and ideas presented in writing.
5. Speak clearly so others can understand you.
6. Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
7. Generate or use different sets of rules for combining or grouping things in different ways.
8. Remember information such as words, numbers, pictures, and procedures.
9. 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).
10. Apply general rules to specific problems to produce answers that make sense.

### Tasks

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

1. Attend meetings, conventions, and civic events to promote use of institution's services, to seek financing, and to maintain community alliances.
2. Conduct or organize tours, workshops, and instructional sessions to acquaint individuals with an institution's facilities and materials.
3. Confer with the board of directors to formulate and interpret policies, to determine budget requirements, and to plan overall operations.
4. Negotiate and authorize purchase, sale, exchange, or loan of collections.
5. Plan and organize the acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs.
6. Provide information from the institution's holdings to other curators and to the public.

7. Schedule events, and organize details including refreshment, entertainment, decorations, and the collection of any fees.
8. Train and supervise curatorial, fiscal, technical, research, and clerical staff, as well as volunteers or interns.
9. Arrange insurance coverage for objects on loan or for special exhibits, and recommend changes in coverage for the entire collection.
10. Develop and maintain an institution's registration, cataloging, and basic record-keeping systems, using computer databases.

## **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 Curator has those characteristics 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.

**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.

**Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Social** — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

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

Generally this is not required for Curator positions in state government.

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

The Commonwealth of Virginia's Curators are responsible for the affairs of museums. Each curator is responsible for the highest quality professional work resulting in preservation and display of objects with cultural, biological, or historical significance. The Curators are academically qualified and typically have a master's degree in an appropriate discipline of the museum's specialty—art, history, or archaeology—or museum studies. Some curatorial positions may have a bachelor's degree.

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

Curators may advance through several levels of responsibility, eventually becoming the museum director.

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

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

For example: **Curator**

PAY BANDS	PRACTITIONER ROLES

PAY BANDS	MANAGER ROLES
4	Education Administrator I
5	Education Administrator II

**Sample Career Path**

**Education Administrator I**

The Education Administrator I role provides career tracks for curators of programmatic areas within a museums and educational facilities and involves budget development and monitoring, management of staff and programs. Duties include development of operational policies and procedures, and implementing and evaluating various educational programs for the public, students, visitors and other related audiences.

**Education Administrator II**

The Education Administrator II role provides career tracks for curators responsible for coordinating, planning, directing and supervising museum programs and services for a museum. Duties include developing and administering budgets; preparing and administering grants; selecting/developing curricula and educational; and coordinating museum operations.

**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>