



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: HISTORICAL CURATOR

DEFINITION: Under general supervision, performs professional level curatorial duties in the operation and maintenance of historical sites/museums and oversees operations in the absence of the Historical Sites Officer.

REPORTS TO: Historical Sites Officer

EXAMPLES OF DUTIES:

- Researches, organizes, develops, catalogs, and maintains the collection at a historic site/ museum;
- Plans, develops, organizes, and presents programs and activities of relevant historical significance to the historic site/museum, including exhibits, tours, lectures, films, gallery talks, and special events;
- Composes, develops, formats, edits, and disseminates educational publicity, releases, articles and brochures for publication;
- Searches for and secures appropriate furniture, documents, letters, books, and other materials of local historical interest for the sites/museums through gifts, loans and purchases;
- Maintains records, prepares reports and correspondence;
- Oversees the museum archives and research library;
- Assists with training of volunteer docents and other staff;
- May prepare grant proposals;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Bachelor's Degree from an accredited college or university in history, museology or closely related field with emphasis in U.S. history;

Two years recent experience performing professional and administrative duties at a historical site/ museum;

An MA degree in history, museology or closely related field may be substituted for one year of the required experience;

Ability to communicate effectively both orally and in writing and to supervise;

Valid motor vehicle operator license;

Willingness to work irregular hours, evenings, weekends, and holidays.

HISTORY:

Established 11/56

Revised 07/65, 07/68, 02/26/83, 01/12/84

Grade Levels I and II established 12/20/83

HISTORICAL CURATOR (continued)

Grade Levels deleted 05/10/88

Approval/Adoption Dates: 05/10/88 - Human Resources Department
06/15/88 - Civil Service Commission