

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 3803200**

<b>Curator 1, Grade 18</b>	<b>3803200</b>
<b>Curator 2, Grade 20</b>	<b>3803300</b>

Brief Description of Class Series

Curators analyze collections and themes related to historic sites and historic preservation efforts within the Division of Historic Preservation. Incumbents also work with other units within the Division on preservation of objects and buildings.

These positions are classified only in the Office of Parks, Recreation, and Historic Preservation.

Distinguishing Characteristics

*Curator 1:* full performance level; identifies and analyzes historic objects and collections; may oversee seasonal titles assisting with collections analysis or storing collections.

*Curator 2:* first-supervisory level; functions as a working supervisor of staff assigned to identify and analyze historic objects and collections; identifies collection analysis priorities and assigns staff to projects; verifies the authenticity of objects, and evaluates objects and artifacts for insurance and inclusion in exhibits; oversees surveys of historical collections to determine the appropriateness of objects to site interpretive needs; assists site staff in developing conservation priority lists and furnishing plans; and prepares curatorial budget.

Illustrative Duties

Researches objects and collections to determine placement within a historical context; understands the appropriateness of objects to historic site furnishing plans and interpretive needs; researches and documents methods of fabrication, style, and composition of objects and buildings; partners with other Division staff to plan exhibit development and select appropriate objects for inclusion in exhibits in historical buildings; conducts background studies regarding acquisitions of historical objects as they relate to the historical setting and buildings; conducts, prepares, and presents research and reports, and leads specialized workshops and conducts training; and

provides technical assistance and advice to the public and other institutions about collections and curation of historic objects.

### Minimum Qualifications

#### *Curator 1*

Open Competitive: bachelor's degree in American Studies, Art History, History, History of Technology, Museum Studies, or Public History and two years of professional experience in collections in a historical museum, general museum with historical collections, or historic site.

Substitution: a master's degree in American Studies, Art History, History, History of Technology, Museum Studies, or Public History may substitute for one year of experience.

#### *Curator 2*

Promotion: one year of service as a Curator 1.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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