

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

Tentative Classification Standard

**Occ. Code 3816010**

<b>Museum Support Services Specialist 1, Grade 14</b>	<b>3816010</b>
<b>Museum Support Services Specialist 2, Grade 18</b>	<b>3816020</b>

Brief Description of Class Series

Positions in this series support the organization, scheduling, and implementation of public programs of the New York State Museum (NYSM). These positions are found only in the State Education Department

Distinguishing Characteristics

*Museum Support Services Specialist 1:* Under the supervision of a Museum Support Services Specialist 2 or other higher-level staff, assists with a variety of tasks related to the scheduling and implementation of State Museum programs and events.

*Museum Support Services Specialist 2:* first supervisory level; Coordinates all aspects of New York State Museum Scheduled programs.

Illustrative Tasks

*Museum Support Services Specialist 1*

Assists with the organization and scheduling of public programs with staff of the NYSM, collaborative partners within the Office of Cultural Education, and outside programmers.

Provides information for the creation of quarterly calendars of programs, dates, times, and descriptions for public outreach.

Supports the coordination of scheduled programs including ordering supplies, technology, equipment needs, marketing and promotion, program set up including logistical needs, and staff management.

Assists with providing details for the NYSM's website, online calendar, community webpages, as well as social media, and other formats of program set up.

### *Museum Support Services Specialist 2*

Organizes and schedules public programs with staff of the NYSM, collaborative partners within the Office of Cultural Education and outside programmers.

Creates quarterly calendars of programs, dates, times, and descriptions for public outreach.

Plans and manages all aspects of the NYSM's annual events and staff-organized events, including fundraising events and collaborative partnerships.

Serves as the liaison between community members, public relations, other state organizations, fire safety, and security staff in the organization of programming and annual events.

Coordinates Museum Education, Public Programs, Visitor Service, and Volunteer service staff to represent the museum and cover the needs of scheduled programs.

### Minimum Qualifications

#### *Museum Support Services Specialist 1*

Open Competitive: Bachelor's degree in education, ethnic studies, gender studies, museum studies, sociology, history, biology, anthropology, archeology, art, or geology, and one year of professional-level experience\* in the conceptual development of exhibits or exhibit-related programs for a major institution or agency with an annual visitation of at least 30,000.

#### *Museum Support Services Specialist 2*

Promotion: One year of permanent service as a Museum Support Services Specialist 1.

Open Competitive: Bachelor's degree in education, ethnic studies, gender studies, museum studies, sociology, history, biology, anthropology, archeology, art, or geology, and one year of professional-level experience\* in the conceptual development of exhibits or exhibit-related programs for a major institution or agency with an annual visitation of at least 30,000.

\*Substitutions: A master's degree in any of the above areas may substitute for a year of experience.

**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.

Date: 6/23

SDP