

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

Tentative Classification Standard

Occ. Code 3844200

Interpretive Programs Assistant, Grade 17	3844200
Interpretive Programs Coordinator, Grade 21	3844300

Brief Description of Class Series

Positions in this title series develop and administer educational and visitors' programs, including exhibits, seminars, workshops, lectures, guided tours, written materials, and craft demonstrations, to explain the significance of historic sites and the customs, cultures, and events related to those sites.

The majority of these positions are classified at the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Interpretive Programs Assistant: implements all aspects of the interpretive program at an assigned historic site.

Interpretive Programs Coordinator: one position class; provides statewide direction, assistance, and oversight for interpretive programs at historic sites.

Related Classes

Historic Site Managers are engaged in operational, technical, administrative, and professional activities, requiring specialized training and experience, to manage, supervise, and maintain historic sites, and programs and activities related to those sites. They may also provide advice and assistance to parks and other facilities with historic structures and landscapes.

Museum Instructors plan and conduct programs and activities within the overall education program of the New York State Museum.

Environmental Educators develop, conduct, and manage environmental education and interpretive programs for schools, educators, organizations, and the public.

Illustrative Duties

Interpretive Programs Assistant

Prepares, schedules, and conducts seminars, lectures, and educational programs that demonstrate and explain the significance of the assigned historic site.

Researches historic background of the site and consults with sources to determine historically accurate materials for exhibits and cultural period activities including cooking, work, and craft demonstrations.

Writes and scripts tours and demonstrations; supervises and conducts guided tours; writes content for handouts and brochures for the site.

Maintains inventory of all items and artifacts in the site's collection and implements appropriate plans to ensure that the items are stored appropriately.

Collaborates with partner organizations and agencies to accept artifacts on-loan and manages requests for items to be loaned from the historic site's collections.

Plans and oversees the installation of exhibits.

Develops, coordinates, and oversees special events that promote the site.

Develops and implements the interpretive program for the site such as developing and promulgating a calendar of events.

Documents historic significance and validity of the content of programs and demonstrations.

Arranges, schedules, and conducts educational programs for schools, and community and special interest groups. Coordinates with schools to ensure educational programming integrates curriculum standards.

Develops professional relationships with schools, professional groups, and community organizations to gain support for the site and its activities.

Trains and supervises seasonal staff, interns, and volunteers to conduct workshops, lead tours, and perform activities demonstrating the crafts, work, and art of the period.

Interpretive Programs Coordinator

Provides technical support and guidance for interpretive programs at historic sites statewide.

Gathers and analyzes data regarding statewide attendance at historic sites and assesses visitation trends and needs for services and programs.

Evaluates existing programs, methods, activities, and resources in terms of existing planning and State Education mandates.

Evaluates and reviews texts, scripts, and images for signage, publications, and exhibit installations; coordinates publication and signage printing for historic sites.

Participates in project planning by identifying the audience, objectives, content, and medium for presentations and works with staff from the sites and the laboratories to develop new exhibits and programs.

Identifies themes, subjects, and narratives that form the basis of exhibitions, programs, and connections between historic sites and external partners.

Ensures exhibitions are sensitive to diverse viewpoints.

Works with Albany Office and regional staff to develop strategies for historic interpretation.

Performs the full range of supervisory responsibilities of staff assigned to the Bureau of Historic Sites, and provides technical guidance to Historic Site Managers.

Minimum Qualifications

Interpretive Programs Assistant

Transition: one year of service in a position allocated at Grade 11 or above.

Open-Competitive: bachelor's degree and one year of experience developing and conducting an interpretation program in either a historic house, historic site, historic park, the history section of a museum, or in the interpretation section of a governmental agency having responsibility for historic house museums, historic sites, or a cultural center providing professional-level cultural or historic exhibits.

Substitution: four years of additional experience may substitute for the bachelor's degree.

Interpretive Programs Coordinator

Promotion: one year of service as an Interpretive Programs Assistant or Historic Site Manager C.

Open-Competitive: a bachelor's degree in American History or a closely related field and three years of experience conducting an interpretation or education program in a museum or historic site. One year of this experience must have been in a supervisory capacity.

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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