



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 1233

MUSEUM SPECIALIST

GRADE L

SCOPE OF WORK:

Work involves collecting, preserving, exhibiting, planning, researching, and interpreting museum exhibits and other interpretive programs and publications in the North Dakota Heritage Center, state museums, and state historic sites.

DUTIES PERFORMED:

- Collect, identify, classify, inventory, photograph, and organize historical artifact acquisitions; coordinate acquisitions, use deaccessions, and collections incoming/outgoing loans.
- Coordinate/participate on committees relating to museum collections.
- Develop, prepare, evaluate and update the State Historical Society of North Dakota (SHSND) permanent, temporary, and traveling exhibits.
- Gather information to enhance collections; update and maintain databases and collections records.
- Provide various constituencies with information regarding the resources and activities of the SHSND.
- Conduct collections research which may be used for publishing, answering inquiries, producing exhibits, promoting the agency, and presenting lectures and workshops.
- Develop project concepts, seek partnerships, write grants, prepare budgets, timelines, and personnel requirements for special projects.
- Provide technical assistance and guidance to individuals, government entities, tribal, local, and county museums regarding the presentation, interpretation, exhibition, preservation, registration, and administration of museum collections.
- Oversee museum collections care budget; prioritize collections care needs, review collection care materials and techniques; determine proper storage condition and materials for each artifact; assist in fundraising, grant writing, and soliciting funds for collections development and care.
- Participate in planning and updating collection procedures, review and manage artifact acquisitions process, serve as liaison for dual acquisitions agencywide, manage deaccession process and artifact disposition actions.
- Participate in project teams for long range planning; establish priorities and responsibilities, schedule, and budget management.
- Participate, evaluate and make decisions regarding loaned museum collections.
- Supervise and train contractors, interns, docents, and volunteers on appropriate museum policies, procedures and practices; assign projects and tasks.

- Assist with programming and events that promote the educational and outreach goals of the SHSND.
- Curate museum collections within parameters of the Century Code and Federal law regarding issues such as the Native American Grave Repatriation Act; Endangered Species Act; and Alcohol, Tobacco, and Firearms Act.
- Represent the SHSND at local, regional, and national conferences and meetings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree in history, archaeology, museum studies, fine arts, or a closely related field and three years of work experience managing museum exhibits, collections, and/or programs.

Eff. Date: 7/85

Rev: 1/00 - Word processing conversion

Rev: 6/06 – Updated scope, format, duties, min quals, grade level, and separated museum specialist levels

Rev: 7/12 – Conversion to Hay System