City of Bellingham
Classification Specification

CLASS TITLE	**Museum Technician**
DEPARTMENT	**Museum**
UNION:	**1937**
SG:	**109**
CS:	**N**
FLSA:	**Y**
EEO/SOC CODE:	**TE/25-4013**

NATURE OF WORK:

Assists Curator with planning and organizing the acquisition, storage, care and exhibition of Museum collections and related materials. Responsibilities include the documentation of objects; managing collection records; performing related research; providing access; ensuring appropriate storage, proper handling and security of objects; and preparing collections for exhibitions. Works directly with collection objects.

DISTINGUISHING CHARACTERISTICS:

This is a paraprofessional position supporting the Museum's collections and exhibition programs. Requires significant technical knowledge and independent judgment to coordinate activities related to the Museum's collections and exhibitions. Work is performed within defined practices and procedures. May specialize in particular materials or types of objects, such as, but not limited to documents, books, photographs, paintings, decorative arts, textiles, metals, or architectural materials.

SUPERVISORY RELATIONSHIPS:

Reports to a Museum Curator who assigns work and reviews performance. Works under general supervision and the guidance of applicable City and Museum policies, procedures and regulations. May serve as lead worker, provide training, technical guidance and day-to-day direction to student interns, volunteers and temporary or regular, non-benefited employees.

ESSENTIAL FUNCTIONS:

1. Assists Curator with the physical organization and care of assigned collections. Utilizes conservationally-correct techniques and materials to store and maintain the order of the collections. Performs physical inventories.
2. Classifies and assigns registration numbers to artifacts; researches, catalogs and photographs objects and artifacts prior to storage and assists with inventory control.
3. Develops and maintains registration, cataloging, and basic record-keeping systems, using standard computer applications such as electronic databases, word processing and spreadsheet programs.
4. Under supervision, may assist with cleaning and maintaining collection objects. Addresses pest-control issues and maintains pest management programs as necessary.

5. Prepares objects and artifacts for storage and shipping.
6. Responds to information requests and provides information from the institution's holdings to other curators, researchers and to the public. Assists other staff and the public to interpret items from collections. Conducts research, as appropriate, to accurately interpret collections.
7. May train and provide technical guidance and day-to-day direction to student interns, volunteers and temporary or regular, non-benefited employees, as assigned.
8. Assists Curator with negotiations for purchases, de-accessions, or loans of collections and reproductions. Prepares correspondence for new acquisitions and incoming or outgoing loans of objects and artifacts. Prepares condition reports, loan agreements and other paperwork.
9. Assists with special research projects, as assigned.

ADDITIONAL WORK PERFORMED:

1. May install, arrange, assemble, and prepare objects and/or artifacts for exhibition, ensuring the safety of the items, reporting their status and condition, and identifying and correcting any problems with the set-up.
2. May present public programs, host tours or host public research hours.
3. May coordinate sales of reproductions from the collections.
4. May specialize in particular materials or types of objects, such as photographs, paintings, textiles, or other materials.
5. May curate exhibitions.
6. Performs other related duties as needed.

KNOWLEDGE AND SKILLS:

- Working knowledge of standard museum practices, procedures and ethics, especially as related to collections care and management.
- Working knowledge of proper procedures for handling, care and preservation of museum objects and/or artifacts.
- Working knowledge of proper research methods and resources, including primary research and analysis in regard to art, history, and/or ethnology.
- Knowledge of business English composition, spelling, punctuation and grammar to compose official correspondence.
- Proficiency in standard office equipment and computer software, such as word processing and database applications, preferably Past Perfect.
- Ability to create and maintain database and manual record keeping systems.
- Excellent oral and written communication skills combined with courtesy and tact for establishing effective working relationships with a diversity of personnel, groups and individuals.
- Ability to maintain accuracy and attention to detail while working in an environment of competing demands and interruptions.
- Ability to work independently and to manage time to complete projects and meet deadlines.
- Excellent skills in problem solving and time management.
- Ability to tolerate stress and adapt to changes in working environment.
- Ability to work as part of a team to promote cooperation, mutual support and engender enthusiasm.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including lifting and carrying objects up to 50 pounds; bending, stooping, crouching; climbing and working on ladders and lifts.

WORKING ENVIRONMENT:

Work is frequently performed indoors at a computer workstation with long periods of sitting or using other standard office equipment. Some physical work such as walking, standing, bending, stooping and lifting heavy objects required. Occasional use of ladders, lifts and/or chemicals may be required. Occasional exposure to fumes and dust may occur.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor of arts or bachelor of fine arts degree in history, anthropology, museum studies, or related field. Collections or archival experience in a museum, historical society or closely related agency may substitute on a year-for-year basis for education requirement.
- Minimum two years of experience in a museum, historical society or similar institution directly related to the position.
- Experience using databases and maintaining tables and files required. Experience with Past Perfect preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass a criminal convictions records check or a Washington State Adult/Child Abuse records check prior to hire.
- Some positions may require valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.

PREPARED BY: T. Livesay
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10/05

REVIEWED BY: _____
Tom Livesay, Director
Whatcom Museum of History & Art