

STUDENT LABOR POSITION DESCRIPTION

Appalachian Center

Most Recently Updated 03/05/99

Position Title: Student Curatorial Assistant 1
Must work 10 hrs/wk.

I. Grade Level: 1-2

II. Description:

A. The following are the essential duties for a Curatorial Assistant 1 in the Department:

1. Assists care and maintenance of the artifact collections, possibly including research, reports, recording keeping, photography, selection & preparation of artifacts for exhibits and programs.
2. Assists with the installation of exhibits.
3. Assists in maintaining the galleries, storage rooms, and workspaces, such as filing, cleaning and moving.
4. Assists with special projects in the Appalachian Center Office when extra people are needed.
5. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Monitors and maintains the public exhibit spaces assuring proper conditions for artifacts and visitors.
2. Assists with planning and developing exhibits and Internet projects.
3. Performs other appropriate duties as required.

III. Learning Opportunities:

- A. Appalachian Studies: culture, history, geography, sociology, etc.
- B. Museum Theory: Material Culture theory and methods, curation
- C. Communications and media theory and methods
- D. Professional skills: research, time management, attention to detail

IV. Basic Qualifications:

- A. General: Detail oriented, accurate, dependable, and able to work somewhat independently, comfort working with computers.
- B. Skill: Ability to listen, learn and remember.
- C. Physical: Ability to lift and carry at least 20lbs, ability to move around in tight or confined spaces, ability to work in dusty or dirty areas, ability to operate computer entry devices.
- D. Academic: Aptitude and interest in humanities and/or arts, such as history, folklore, social studies, literature, music, Appalachian culture. Interest in museum issues and methods.

V. Desirable Qualifications:

- A. Knowledge about Appalachian culture, history, music, and/or literature.
- B. Previous experience with museum or library collections and collections records; familiarity with computerized databases.

VI. Narrative Summary:

A Student Curatorial Assistant 1 works closely with the College Curator with the artifact collections and exhibits. This position is an entry -level position providing exposure to a large variety issues and techniques in working with exhibits and artifacts.

