

## **STUDENT LABOR POSITION DESCRIPTION**

### **Appalachian Center**

Most Recently Updated 03/05/99

Position Title: Student Curatorial Assistant 2  
Must work 10 hrs/wk.

**I. Grade Level: 2-3**

**II. Description:**

**A.** The following are the essential duties for a Curatorial Assistant 2 in the Department:

1. All of the duties of a Curatorial Assistant 1
2. Works independently on artifact collection or exhibit related projects.
3. Assists with special projects in the Appalachian Center Office when extra people are needed.
4. 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. Assist with planning and developing exhibits and internet projects
3. Fabricates exhibit or gallery related components;
4. Produces museum exhibit or way finding graphics
5. Supervision and training of other Curatorial Assistants
6. Performs other appropriate duties as required.

**III. Learning Opportunities:**

- A. Appalachian Studies: culture, history, geography, and sociology.
- 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, able to work independently, comfort working with computers
- B. Skill: Good organizational/record keeping skills, basic computer use skills
- 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 for and some knowledge of humanities and/or arts areas, such as history, folklore, social studies, literature, music, Appalachian culture; some familiarity with museum issues; familiarity with and strong aptitude for arts and humanities issues.

**V. Desirable Qualifications:**

- A. Knowledge about Appalachian culture, history, music, and/or literature .

**V. Desirable Qualifications (cont.):**

- B. Previous experience working with museum or library collections and collections records; familiarity with using computerized databases;
- C. Study/coursework related to material culture studies, museum studies, or library/archival science.

**VI. Narrative Summary:**

A Student Curatorial Assistant 2 works closely with the College Curator with the artifact collections and exhibits. This position is characterized by having the skills and experience to work on artifact and exhibit projects with a degree of independence.

