

STUDENT LABOR POSITION DESCRIPTION

Appalachian Center

Most Recently Updated 03/05/99

Position Title: Student Curatorial Assistant 3
Must work 15 hrs/wk.

I. Grade Level: 3-5

II. Description:

A. The following are the essential duties for a Student Curatorial Assistant 3 in the Department:

1. All of the duties of a Curatorial Assistant 1 and Curatorial Assistant 2;
2. Supervision and training of other Curatorial Assistants
3. Planning and developing exhibits
4. Assists with special projects in the Appalachian Center when extra people are needed.
5. Performs other job-related duties as assigned.

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

1. Fabricates exhibits or gallery related components;
2. Monitors and maintains the museum's public spaces assuring proper conditions for artifacts and museum visitors;
3. Maintains the inventory of tools, equipment and supplies;
4. Produces exhibit graphics;
5. 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, museum and exhibit planning.
- C. Communications and media theory and methods
- D. Professional skills: leadership and supervision, research, time management, attention to detail.

4. Basic Qualifications:

- A. General: Detail oriented, high standards of workmanship, ability to work with a high degree of accuracy, dependable, able to follow through on tasks independently, comfort working with computers;
- B. Skill: Good organizational/record keeping skills, good communications skills, 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: Some familiarity with museum issues and practices; strong aptitude for and some knowledge about arts and humanities issues, such as history, folklore, social studies, literature, music, Appalachian culture.

V. Desirable Qualifications:

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

- 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.
- D.** Previous experience developing, fabricating, or installing museum exhibits; or working in technical theater

VI. Narrative Summary:

A Student Curatorial Assistant 3 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 independently and being able to provide leadership and training to other student Curatorial Assistants. Students in this position develop many professional skills, including special skills for working with artifacts and exhibits.

