

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CURATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which perform professional curatorial functions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which perform professional curatorial work and, for a majority of the time, focus on three-dimensional objects. Positions allocated to this classification conduct research; write for publications and website content; catalog acquisitions and keep records; plan, organize, interpret, and present temporary and/or permanent exhibitions; care for a collection or parts of a collection; negotiate loan items; and/or handle inquiries from researchers and the public, etc. Positions in this classification meet the definition of professional as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time (i.e., more than 50%) focus on document based collections and are responsible for appraisal, accessioning, arrangement, cataloging and description, preservation, outreach and instruction and are more appropriately classified as Archivists.
2. Positions which, for a majority of their time (i.e., more than 50%) perform duties which are clerical or paraprofessional activities in support of Curators and are more appropriately classified as one of the general office support classifications such as Office Operations Associate, Office Associate, or Operations Program Associate.
3. Positions which, for a majority of the time (i.e., more than 50%), perform professional librarian tasks such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development with information recorded on paper, microfilm, digital formats, or other media methods and are more appropriately classified as Librarians.

4. Positions which meet the statutory definitions of management or supervisor positions as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
5. Positions which do not meet the definition of professional as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competition.

II. DEFINITION

CURATOR

Positions in this classification are responsible for performing a full range of professional curatorial functions and, for a majority of the time, focus on three-dimensional objects. Professional functions that curators conduct are cataloging acquisitions and keeping records; researching; writing for publications and website content; planning, organizing, interpreting, and presenting temporary and/or permanent exhibitions; caring for a collection or parts of a collection; negotiating loan items; and/or handling inquiries from researchers and the public, etc. Other activities performed may include developing collections management procedures, developing and presenting educational programs, or training guides, docents, and interpreters. This work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional curatorial positions within the State Historical Society and University of Wisconsin. The creation of this classification resulted by collapsing Curator, Curator-Objective, and Curator-Senior into a single-level classification. Curator, Curator-Objective, and Curator-Senior were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110. This classification was modified effective November 8, 2009 and announced in Bulletin OSER-0252-CLR/SC as the result of the Archivist, Curator, and Librarian Personnel Management Surveys.