

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CURATORIAL SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future Curatorial Supervisor positions which perform Curatorial collections management activities in the State Historical Society. 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions which administer and direct professional curators and other related staff in the work activities of museum management and more specifically in the fields of agriculture, interpretive history, cultural history, industry and commerce, costumes and textiles, personal artifacts, and other fields. In addition to curatorial activities, the work includes administrative and supervisory work involving public negotiations which provide for the acquisition and utilization of collections creation, grant writing budget management, coordinating the work of outside contractors, operation of policies and practices affecting the development or use of historical resources, and responsibility for the development and management of grants and programs. Positions in this classification supervise subordinate staff and must meet the definition of supervisor under Wis.Stats 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that spend the majority of time performing professional Curator duties in collecting, arranging, describing, and preserving artifacts and are more appropriately classified as Curator.

2. Positions responsible for Archeological findings and labeling which are more appropriately classified as Archeologists or archeologist support positions.
3. Positions that spend the majority of their time performing duties which are more appropriately classified as Historic Preservation Specialist or Conservator.
4. Non-supervisory positions as defined s. 111.81, Wis.Stats.
5. All other positions which are more appropriately identified by other classifications specifications.

D. Entrance Into and Progression Through This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

CURATORIAL SUPERVISOR

Positions allocated to this classification function as first line supervisory in the Sites or the Museum Divisions. Positions involve collections management and interpretation, artifact collections exhibits and documentation, and/or appraisal program work. Positions in this classification may also function in a Division central curatorial policy capacity or as a field interpretation supervisor over a very large staff of guides and interpreters at a large site. Positions may also represent the agency in high level public negotiations to acquire valuable artifacts, conduct extensive research, develop and implement program policies and procedures, serve on an advisory council or in a local historical society organization, and/or assist the Division Administrator with program planning, policy development, budget development, grantsmanship, general museum operation and administration. Positions are charged with the responsibility of conservation and interpreting the State Historical Society collections while maintaining its reputation and quality of continued historical documentation and conservation.

Additionally, positions may be authorized to act on behalf the Division Administrator to research and advise on the development of policy and render decisions on collections that either have immense historical value and significance or potential historical significance. Positions at this level report directly to the Division Administrator or to a large site (Old World Wisconsin) Director.

Representative Position:

Museum Operations Manager: Under general supervision of the Division Administrator, this position is responsible for the day-to-day museum operation and exhibit planning and development. This position supervises professional, technical and education staff in carrying out the museum programs. In addition, this position develops draft policy and grants proposals and coordinates the construction budgeting and space planning for museum exhibit space.

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 March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Curatorial Supervisor 1 & 2 classification series, which was collapsed into this single-level classification in order to accommodate implementation of the expansion of the broadband pay structure, also effective on that date.

DLT
63220