



## MUSEOLOGIST II

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### **DEFINITION**

This is specialized work supporting the operation of museums, collections management, and the exhibition of artifacts.

Work of this class undertakes research duties required for the preservation, curation of artifacts, public programming and museum administration. Employees are primarily responsible for creating an atmosphere that reflects accurately past historic eras.

Supervision and coordination of activities may be exercised over other museum staff including curators, programmers or other related support staff. The work is subject to review by a supervisor.

### **TYPICAL DUTIES \***

Co-ordinates and/or conducts the preliminary research and compiling the background files which provides sufficient information or recommendations to prepare exterior plans and specifications for buildings scheduled for construction or restoration.

Co-ordinates the research undertaken for the interior decoration of the historical sites and physical installation of the displays to ensure historical accuracy is adhered to.

Recommends the lighting, heating, plumbing and ventilating fixtures to be installed whenever they are visible to the general public.

Recommends the interior wall, floor and ceiling furnishings in collaboration with the Curators.

Establishes a close liaison between Curators, providing them with detailed lists and descriptions of all required items for display.

Liaises with interpretive, program, and curatorial teams to balance the goals of preservation and access to the buildings and artifacts to ensure an educational, interactive and enjoyable visitor experience

Supports operations in planning and utilizing project management principles for work including; maintenance, repairs, and preservation of buildings, structures and other built infrastructure at the site.

Prepares and assists with monitoring budgets for construction or restoration projects

Provides information and assistance to other historical or cultural agencies and members of the public.

Assists with retaining and maintaining Museums Alberta accreditation for assigned sites

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge, interest and expertise in Western Canadian history with ancillary familiarity with architecture and furnishings.

Knowledge, interest and expertise in compiling and analyzing research material and preparing reports.

Considerable knowledge of the purpose, organization, policies and regulations governing the work



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program in the area of specialization.

Research and problem solving skills to gather required information, make decisions and develop recommendations

Ability to analyze issues critically to make decisions, recommend viable and effective solutions and summarize and manage information

Demonstrated creative and innovative thinking and problem solving.

Project and program management, development and implementation skills

Ability to plan, co-ordinate and supervise the work of subordinates.

Ability to express ideas effectively, verbally and in writing.

Ability to interpret and make decisions in accordance with established policies and procedures.

Ability to establish and maintain effective working relations as necessitated by work assignments.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

University degree in Social Sciences, Canadian History, Museum Studies, or a related field and a minimum of two (2) years' progressively responsible experience in museums or curator roles, including experience in western canadian or indigenous historical research and research training/methodology. Demonstrated supervisory experience is required for positions leading subordinates.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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| Salary Plan      | <u>21M</u> | <u>21A</u> | <u>21B</u> | <u>21C</u> |
| Job Code         | 0809       |            | 0810       |            |
| Grade            | 023        |            | 025        |            |
| Originated:      | 1974-08    |            |            |            |
| Last Updated:    | 2025-10    |            |            |            |
| Previous Updates | 1981-08    |            |            |            |