

Museologist II

DEFINITION

This is specialized research work.

Work of this class involves the ability to supervise and co-ordinate the activities of a unit and undertake any administrative duties required. Employees are primarily responsible for creating an atmosphere that reflects accurately past historic eras.

Supervision is typically exercised over the Museologist I level and other support staff. The work is subject to review by a superior.

TYPICAL DUTIES*

Co-ordinates Museologist Is undertaking preliminary research and compiling the background files which provides the design section with sufficient information or recommendations to prepare exterior plans and specifications for buildings scheduled for reconstruction or restoration.

Prepares biweekly reports of the progress accomplished by their research unit.

Supplies input of budget information.

Provides the priorities and objectives of their projects in discussion with others.

Ensures historical accuracy is adhered to.

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

Performs related work as required.

-or-

Co-ordinates the research undertaken by the interior decoration of the historical sites and physical installation of the displays.

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

Determines the interior wall, floor and ceiling furnishings.

Establishes a close liaison between this class and the Curator of Artifacts, providing them with detailed lists and descriptions of all required items for display.

Ensures historical accuracy is adhered to.

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

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

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

Considerable 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 program in the area of specialization.

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

Ability to express ideas effectively, orally 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 graduation in Social Sciences with major coursework in History or a related field with at least two (2) years' experience as a Museologist I, including experience in historical research related to western Canada and research training, and demonstrated supervisory capabilities.

** 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.*

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