

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Museum Technician

Definition

Under general direction, performs technical duties associated with preserving and restoring furnishings, artifacts, manuscripts, and another museum exhibit; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Designs, constructs, and mounts exhibit to effectively illustrate the historical significance of objects; determines which objects should be displayed or stored.

Restores objects to reflect original condition by cleaning, reassembling, repairing, sanding, and painting; identifies resources for restorations that cannot be performed by staff and obtains cost estimates.

Researches historical objects by using library source material to gather background information for presentation with objects on display.

Catalogs the complete collection, including photographs of all artifacts, furnishings, and archival processing of manuscripts.

Identifies objects to determine historical value by applying knowledge of archaeology, geology, paleontology, and antiquity.

Provides educational services by conducting specialized tours, answering questions from visitors, and lecturing in schools, clubs, or other organizations.

Develops a training book on history, buildings, family, and collections for guides.

Oversees the work of guides, security guards, and maintenance workers to ensure proper protection of exhibits and satisfactory appearance of the museum.

Competencies Required

Knowledge:

- History and Archeology – Historical events and their causes, indicators, and effects on civilizations and cultures.
- English Language – The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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- Chemistry – Chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and interactions, danger signs, production techniques, and disposal methods.
 - Fine Arts – Theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

Abilities:

- Near Vision – See details at close range (within a few feet of the observer).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Expression – Communicate information and ideas, so others will understand.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Comprehension – Read and understand information and ideas presented in writing.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Two years of full-time work experience identifying, preserving, restoring, designing, and/or constructing historical exhibits.
- 2) A total of two years of education and/or full-time experience (as described in number one), where 30 semester hours of accredited four-year college or university coursework in art, history, anthropology, archaeology, architecture, curatorial-museum management, or related subjects dealing with the identification, preservation, restoration, design, and/or construction of historical sites or artifacts equals one year of full-time experience.

Effective date: 04/18 WSM