

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

Museum Assistant

Definition

Assists professional and technical museum staff with cataloging, displaying, maintaining, and restoring museum collections; 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

Identifies the major category that best describes an artifact for classification by examining the artifact and comparing characteristics to the criteria outlined in the classification guidelines.

Records and modifies descriptive, historical, and inventory data to maintain accurate records of each collection by entering the required information in automated or manual recordkeeping system.

Cleans artifacts to prepare items for further restoration by professional museum staff by applying appropriate cleaning solutions and techniques.

Monitors the environmental controls in display cases to prevent deterioration of artifacts by observing and adjusting temperature, relative humidity, and air filtration devices to specified levels.

Performs unskilled carpentry tasks to assist exhibit design and carpentry staff with construction of displays and exhibits by using hand and power tools.

Locates museum artifacts in response to inquiries from the public or other interested parties by consulting resource materials and records and compiling the requested information.

Builds, repairs, and installs wooden steps, scaffolds, and walkways to gain access to or permit improved view of exhibited equipment.

Cleans objects, such as paper, textiles, wood, metal, glass, rock, pottery, and furniture using cleansers, solvents, soap solutions, and polishes.

Constructs skeletal mounts of fossils, replicas of archaeological artifacts, or duplicate specimens using a variety of materials and hand tools.

Competencies Required

Knowledge:

- Chemistry – Chemical composition, structure, and properties of substances and of the chemical processes and transformations. This includes uses of chemicals and their 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.

- History and Archeology – Historical events and their causes, indicators, and effects on civilizations and cultures.

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.
- Oral Expression – Communicate information and ideas in speaking 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 as a tour guide, interpreter, or caretaker at a historic site, interpretive facility, park, zoo, or similar installation.
- 2) A total of two years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in history, anthropology, archaeology, curatorial/museum management, or a related field equals one year of full-time experience.

Effective date: 04/18 WSM