



COUNTY OF NYE

CLASS TITLE: ASSISTANT CURATOR

BASIC FUNCTION:

Under the direction of the Museum Director, generally operate the Museum for the benefit of the public by providing information regarding the history of the area and perform associated tasks.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Catalogues new acquisitions, books, photographs, maps, and donations to the museum.
2. Performs a variety of clerical duties including answering telephones; typing correspondence; filing; inventorying and ordering office supplies; maintaining petty cash fund; preparing mail orders; run errands as necessary; and open and close the museum.
3. Conducts tours of the museum and walking and bus tours of Tonopah.
4. Researches papers, photos, library, maps to secure additional information regarding exhibits, and donations.
5. Designs and sets up displays; coordinates traveling displays.
6. Makes presentations at schools regarding the museum, its contents, history and history related to Tonopah and surrounding area.
7. Maintains count of visitors; prepares reports for meetings; transcribes oral histories; and places articles in newsletters.
8. Oversees museum gift shop including sales, ordering, stocking and taking inventory.
9. Assists patrons with historical research.
10. Operates audio-visual equipment including movie and slide projectors, tape players, VCR and VCR cameras and sync recorder.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or general work experience.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Supervisor, co-worker, public, tour groups, school teachers, students, and researchers.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal environment—subject to snow shoveling as needed.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal environment.