

JOB DESCRIPTION

Benchmark Job #359

Ministry: Royal British Columbia Museum
Branch: Collections
Location: Victoria

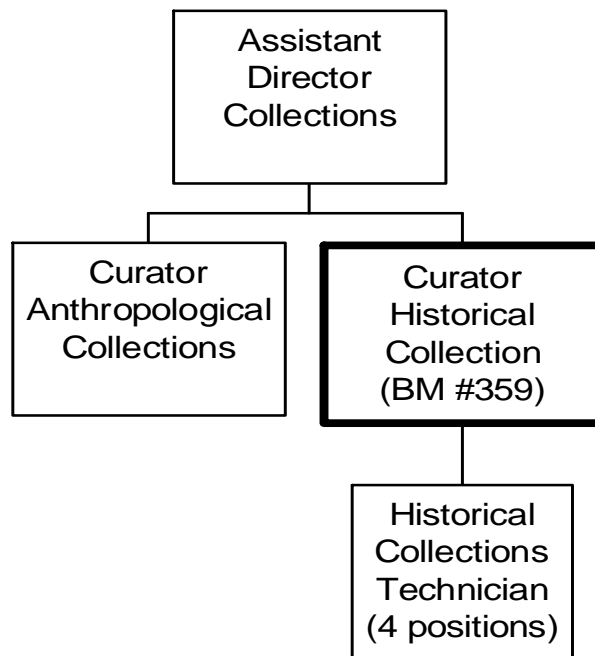
Working Title: **Curator, Historical Collections**
Level: Range 30
Classification: Heritage Resource Officer

PRIMARY FUNCTION

To plan, develop, direct, co-ordinate, guide and participate in the registration, maintenance, storage and preservation of historical objects and related data.

JOB DUTIES AND TASKS

1. Develops and guides projects in historical collections management through a project management system
 - a. directs the development of projects with reference to the Museum's Strategic Plan
 - b. establishes project goals, schedules and team composition
 - c. guides projects and monitors their performance and success
 - d. plans, co-ordinates and monitors the development and implementation of all programs and budgets in the section in order to best use resources provided
2. Plans and participates in projects on historical collections management
 - a. evaluates priorities for preservation, storage, registration and computerization
 - b. recommends action and plans for projects and timetables
3. Carries out research in non-native human history of British Columbia
 - a. acquires, documents and analyzes collections, data, and artifacts/objects
 - b. writes scholarly articles and/or books and reports
4. Supervises three technicians and a trades person
 - a. prepares performance plans
 - b. writes appraisals
5. Performs other related duties, as required
 - a. manages contracts (\$100,000 per year)
 - b. develops RFPs, selects contractors and certifies contract performance
 - c. plans, coordinates and monitors development and implementation of a budget
 - d. lectures, trains and writes about historical collections management for colleagues and the general public



REASON FOR CLASSIFICATION

Benchmark Job #359

Job Title: Curator, Historical Collections

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory and technical aspects of maintaining, preserving and storing historical objects and artifacts, and direct projects to research non-native human history.</p>	H	280
2	<p>MENTAL DEMANDS Judgment to organize and evaluate the historical collections of the museum and to plan the development, and implementation of programs that will add to historical knowledge.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion is required to use basic counselling skills when appraising the performance of subordinate employees.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant physical coordination and dexterity is required to handle and preserve fragile and valuable historical objects.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by museum standards, manage and evaluate priorities for the interpretation and conservation of historical artifacts and plan projects for preserving and improving the collection.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial authority to administer all of a local budget.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control physical assets by appraising the condition, storage and maintenance of a substantial part of the museum collection, and to supervise a program of conservation treatment.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #359

Job Title: Curator, Historical Collections

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise employees, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the indirect well being of others by protecting and preserve objects with historical and cultural value.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to visually inspect and monitor artifacts; frequently focuses on a computer screen or written documents when preparing materials for publication.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to lift and carry moderate weight artifacts on a regular basis.	D	18
12	SURROUNDINGS Occasional exposure to chemicals when treating artifacts.	A	2
13	HAZARDS Limited exposure to hazards from the regular lifting and carrying of moderate weight artifacts.	B	4

Total Points: 924.5

Level: Range 30