

## MUSEUM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the development and operation of a museum. The incumbent is responsible for informing visitors concerning articles displayed and their background, the condition of the site, related financial records and for creating displays of historical and current interest. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts tours of the museum for visitors explaining the significance of the items displayed;  
Maintains a record of the names and addresses of visitors;  
Collects, records and accounts for visitor donations;  
Maintains order and prevents destructive acts to the property;  
Reports major repair items for correction;  
Conducts correspondence on museum matters;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the history and lore of the area; good knowledge of the sources of historical material; ability to set up and maintain historical exhibits; ability to meet and work with the public; ability to express himself intelligently; initiative; resourcefulness; honesty; good appearance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of comparable diploma and one (1) year of experience in public work.