



Library/Museum Job Family: **Curator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Curator I INDIVIDUAL CONTRIBUTOR	Curator II INDIVIDUAL CONTRIBUTOR
	Propose, plan and implement temporary exhibitions.
Work with the Full Curator or director in developing exhibitions and exhibition budget.	Develop and monitor budget for curatorial area.
Perform research on art objects. May organize and maintain a reference library.	
Make recommendations for purchasing new collection items.	Research and propose new objects for the collection.
Write grant proposals for smaller projects working in conjunction with others.	Write grant proposals for temporary exhibition support, research support and conservation support..
Conduct teaching demonstrations, lectures, tours and classes.	
Respond to public inquiries in regards to art and collection content.	
Assume responsibility for condition of art objects.	
	Plan, implement, and direct curatorial responsibilities for collection.
	Coordinate all activities involved in negotiating loans for works of art

**Curator I
INDIVIDUAL CONTRIBUTOR**

**Curator II
INDIVIDUAL CONTRIBUTOR**

	Supervise student interns
	Work with donors and collectors to develop collections through gifts of art or cash.
	Work with guest curators.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10211 CURATOR I, BAND F	10212 CURATOR II, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Master's degree or equivalent; up to 2 years of experience or equivalent	Master's degree or equivalent; 2 but less than 4 years of experience or equivalent
IMPACT	Limited impact	Moderate impact
CONTACTS - INSIDE	Assist others Cooperation for the completion of tasks	Provide guidance to others Coordinate activities
CONTACTS - OUTSIDE	Developing and making presentations and negotiating with others	Developing and making presentations and negotiating with others
CONTACTS - STUDENTS	Occasional contact	Frequent contact

FACTOR PROFILE	10211 CURATOR I, BAND F	10212 CURATOR II, BAND G
SUPERVISION	Responsible for providing regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Responsible for providing day-to-day supervisory direction to employees within the department
COMPLEXITY	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs; work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs; work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for making decisions about work within prescribed limits, and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students
EFFECT OF DECISION MAKING	Directly affect a functional area within a department Minimal effect on students and employees	Directly affect a functional area within a department Minimal effect on students and employees
FREEDOM OF ACTION	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment.	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment.