



Commonwealth of Pennsylvania  
**Museum Curator History 1**

<b>SALARY</b>	\$47,472.00 - \$72,176.00 Annually	<b>LOCATION</b>	Dauphin County, PA
<b>JOB TYPE</b>	Civil Service Permanent Full-Time	<b>JOB NUMBER</b>	CS-2024-77046-26160
<b>DEPARTMENT</b>	Historical & Museum Commission	<b>DIVISION</b>	HM Hist Spt
<b>OPENING DATE</b>	04/19/2024	<b>CLOSING DATE</b>	5/9/2024 11:59 PM Eastern
<b>JOB CODE</b>	26160	<b>POSITION NUMBER</b>	Multiple positions may be filled from this posting.
<b>UNION</b>	FOSCEP	<b>BARGAINING UNIT</b>	C4
<b>PAY GROUP</b>	ST06	<b>BUREAU / DIVISION CODE</b>	00300728
<b>BUREAU / DIVISION</b>	The State Museum of Pennsylvania/Curatorial Division	<b>WORKSITE ADDRESS</b>	300 North Street
<b>CITY</b>	Harrisburg, Pennsylvania	<b>ZIP CODE</b>	17120
<b>CONTACT NAME</b>	MegAnn Carey	<b>CONTACT PHONE</b>	717.772.2839
<b>CONTACT EMAIL</b>	mecarey@pa.gov		

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## THE POSITION

Are you an experienced curator eager to start the next chapter in your career? The State Museum of Pennsylvania is seeking a devoted Museum Curator 1 to help manage our history collections. This position gives you the opportunity to assist with programs and exhibitions and is essential in fulfilling the responsibilities of the curatorial division. If you have a passion for material culture, museums, and public history, apply today to begin your career at the official museum of the Commonwealth of Pennsylvania!



## DESCRIPTION OF WORK

In this role, you will utilize your skills and experience to assist the curator or senior curator with day-to-day management of history collections within the Curatorial Division of The State Museum of Pennsylvania. Duties include processing new

acquisitions, including cataloging, labeling, transporting, and storing; assisting with collection inventories and updating collections records; entering and organizing collections data in Argus database; and physically moving and re-housing collections, as needed. You will have the opportunity to assist with preparing and presenting objects for exhibits, public programs, and social media, as well as helping direct interns and volunteers assigned to the division. You may also be responsible for answering questions regarding collections, conducting limited research, and traveling to off-site location to pick up collection donations.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

#### **Work Schedule and Additional Information:**

- Full-time employment
- Work hours are 8:00 AM to 4:30 PM, Monday - Friday, with 60-minute lunch.
- **Telework:** You may have the opportunity to work from home (telework) part-time. In order to telework, you must have a securely configured high-speed internet connection and work from an approved location inside Pennsylvania. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.
  - Telework for this position is on an ad-hoc basis only and subject to approval.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY**

### **QUALIFICATIONS**

#### **Minimum Experience and Training Requirements:**

- One year of museum curatorial experience in the care and exhibiting of museum collections of historical significance, and a bachelor's degree; **or**
- A master's degree in American History, Fine Arts or related fields, or one or more of the Sciences, which included courses dealing with historical treatment of aesthetic and/or social and/or scientific, industrial, and technological developments in America; and including or supplemented by either a museum studies course at the graduate level recognized by the American Association of Museums or a museum internship; **or**
- Any equivalent combination of experience and training which would afford the applicant the required knowledges, skills and abilities.
- Applicants will be considered to have met the educational requirements once they are within 3 months of graduating with a qualifying degree.

#### **Other Requirements:**

- [PA residency requirement](#) is currently waived for this title.
- You must be able to perform essential job functions.

#### **How to Apply:**

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

#### **Veterans:**

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go

to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans' Preference tab or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).

**Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

**EXAMINATION INFORMATION**

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
  - your score may be lower than deserved.
  - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.

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**Agency**

Commonwealth of Pennsylvania

**Address**

613 North Street

Harrisburg, Pennsylvania, 17120

**Website**

<http://www.employment.pa.gov>

**Museum Curator History 1 Supplemental Questionnaire**

**\*QUESTION 1**

**How much full-time professional museum curatorial experience in the care and exhibiting of museum collections of historical significance do you possess?**

- 1 year or more
- 6 months but less than 1 year
- Less than 6 months
- None

**\*QUESTION 2**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 3**

How much graduate coursework have you completed in American History, Fine Arts, American Studies, Anthropology, Archaeology, Architecture, Art History, Decorative Arts, Industrial History, History of Technology, or Textiles, or one or more of the Sciences, which included courses dealing with historical treatment of aesthetic and/or social and/or scientific, industrial, and technological developments in America? If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If your education was acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

- Conferred Master's degree or higher
- Within 3 months of a conferred degree in a qualifying field
- 30 credits or more
- Less than 30 credits
- None

**\*QUESTION 4**

Have you completed either a museum studies course at the graduate level or a museum internship? (PLEASE NOTE: Museum internships completed during a bachelor's degree DO NOT qualify. The museum studies course and the museum internship MUST be at the graduate level in order to be considered.)? (Examples of qualifying coursework are: Conservation/Restoration, Museography, Museology, Museum Education Programming, Museum Science or Studies, Museum Methods and Practices, Collections Management, and Collections Care.) If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

- Yes
- No

**\*QUESTION 5**

Do you possess museum studies experience for which you DID NOT receive graduate credit during your master's degree or higher?

- Yes
- No

**\*QUESTION 6**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 7**

**WORK BEHAVIOR 1 – MANAGING COLLECTION INVENTORIES**

Manages history collections by performing collections inventories and updating collection records by entering and organizing object information in the collections database.

**Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience managing history collections. I was responsible for performing collections inventories and updating and maintaining collection records in a collections database.
- B. I have experience updating collection records in a collections database based on collections inventories conducted by someone else.
- C. I have successfully completed college-level coursework related to information technology or museum collections record keeping (museum registration).
- D. I have NO experience or coursework related to this work behavior.

**\*QUESTION 8**

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. Your experience Your experience performing collections inventories.
3. Your experience updating and maintaining collections records.

**\*QUESTION 9**

If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

**\*QUESTION 10**

**WORK BEHAVIOR 2 – PROCESSING AND CARING FOR COLLECTIONS**

Processes history collections by identifying, describing, and labeling objects (cataloging); handling and storing objects in museum storage areas; and packing, moving, and transporting collections for loan, exhibition, or offsite storage.

**Levels of Performance**

Select the Level of Performance that best describes your claim.

- I have experience physically caring for AND identifying, describing, and labeling objects in history collections.
- I have experience describing and labeling objects in history collections that someone else identified.

- I have successfully completed college-level coursework related to history museum curation.
- I have NO experience or coursework related to this work behavior.

**\*QUESTION 11**

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. Your experience physically caring for objects.
3. Your experience describing and labeling objects.

**\*QUESTION 12**

If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

**\*QUESTION 13**

**WORK BEHAVIOR 3 – INTERPRETING HISTORY COLLECTIONS**

Develop information about collections by conducting historical research and drafting labels and web descriptions; provide written responses to public inquiries about collections; provide information about collections for social media, exhibition, and public programs.

**Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience writing labels and scripts for exhibitions and public programs. I was also responsible for providing information on history collections in response to public inquiries and for use in social media.
- B. I have experience providing information on history collections in response to public inquiries and for use in social media using labels and web descriptions that someone else created.
- C. I have successfully completed college-level coursework related to public history.
- D. I have NO experience or coursework related to this work behavior.

**\*QUESTION 14**

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience.
2. Your experience writing labels and scripts.
3. Your experience providing information.

**\*QUESTION 15**

If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

\* Required Question