

The Maryland-National Capital Park and Planning Commission

TITLE: History/Museum Specialist
SERIES: Park Activities

GRADE: G CODE: 3210
DATE: 7/24/01
FLSA: Exempt

Class Definition

Under general supervision, develops and presents interpretive, recreational, and educational programs in history to the public. Researches subjects, develops program plans and designs, and upon approval, takes all necessary steps to complete programs. Participates in the design and development of larger or more extensive programs led by senior staff and managers. May serve as assistant manager of a historic facility. Work is usually reviewed by senior or supervisory staff, who provide work direction and guidance. Performs other duties as assigned.

Examples of Important Duties:

1. Prepares and presents interpretive programs using aids, handouts, demonstrations, oral presentations, and other methods appropriate to the subject. Responds to questions concerning historic topics related to the site/program.
2. Assists in managing historic facility. Develops and implements operational goals and procedures (e.g., hours, building security, safety). Reports and assists in investigation of accidents, fires, and crimes. Monitors building utility systems to ensure proper operation. Supervises staff in day-to-day maintenance and repair of historic facilities. Orders major maintenance and repairs for building and grounds. Resolves complaints and determines need for police, fire, or rescue squad in emergencies.
3. Designs, develops, and maintains interpretive exhibits and displays. Preserves cultural and historical objects and artifacts. Maintains museum and archaeological collections and makes them available for research, interpretation, and displays. Produces displays and exhibits for schools, public exhibitions, museums and other Commission facilities.
4. Responds to visitor, telephone, and staff inquiries concerning historic and related subjects. Greets visitors; provides interpretive program information and tours; makes program reservations and collects fees, when appropriate. Promotes positive public relations for historic sites and museum programs. Encourages public appreciation for county's heritage.
5. Publicizes and markets programs. Develops marketing strategies. Designs advertising brochures, flyers, and rack cards to promote attendance at special events. Prepares, edits, and proofs articles, newsletters, news releases, flyers, and ads to publicize history programs. Sends promotional materials to the media and compiles mailing list(s) of individuals and groups interested in county history.
6. Organizes and maintains a multimedia library of archival and historical records and materials, as well as program and interpretive materials. Assists general public in utilizing research materials.
7. Assists with research, planning, development, and maintenance of historic outbuildings and cultural resources at historic sites and parks including historic structures, landscapes,

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Examples of Important Duties: (continued)

- garden features, and archaeological resources. Assists in archeological investigations and archeological educational opportunities. Maintains archeological collection and site inventories.
8. Participates in the recruitment and selection of designated staff. Instructs staff in procedures and technical aspects of work. May be assigned ongoing responsibility for volunteers, interns, and other part-time staff at a facility or program, providing formal assessments of their work as requested.
 9. Monitors and tracks expenditures for facility or designated programs and projects. Initiates requests for materials and supplies required to maintain facility and/or program operations. Maintains records of revenues and expenditures.

Important Worker Characteristics:

Knowledge of: (1) American history; (2) museum studies; (3) archaeology; (4) education or a related field; (5) research techniques; (6) collection management; (7) CPR/first aid; (8) effective techniques of interpretation;* and (9) Commission organization, policies, and procedures.*

Skill in operation of: (1) motor vehicle; (2) audio-visual equipment; (3) computers and various software; (4) cameras; and (5) hand tools.

Ability to: (1) gather, organize and interpret research data; (2) plan, develop, and present effective interpretive programs to the public; (3) develop program promotional advertising materials; (4) design and prepare brochures, reports, and related materials; (5) perform archeological investigations; (6) implement collections management procedures; and (7) communicate effectively with staff and public.

* Developed primarily after employment.

Minimum Qualifications:

1. Bachelor's degree in history, American studies, museum studies, archaeology, education, historic preservation, or a related field; and
2. One year of related experience; or
3. An equivalent combination of education and experience.
4. Valid driver's license, or the ability to acquire one.

Work Conditions

Works in office and the field. Occasionally works night and weekend hours.