



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division		Park Interpretive Specialist (Seasonal)	549-670-1019-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Capital District		Park Interpretive Specialist	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Cultural Resources		800 N Street, Leland Stanford Mansion	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			Museum Curator III
POSITION DESCRIPTION			
<p>Under the direction of the Museum Curator III, the Park Interpretive Specialist aids in the development of the design and interpretive content for exhibit programs, and digital media including the State Capitol Museum website. The primary reporting location is the Leland Stanford Mansion in Sacramento. This position will work up to four (4) days/week between Monday through Friday. Occasional weekend or evening hour assignments may be scheduled. This is a seasonal position, not to exceed 1500 hours in a calendar year.</p>			
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	<p><u>RESEARCH & ACQUISITION</u> Assists the Exhibit Designer and Graphic Designer III by performing in-depth research on themes related to California History, California Politics, the California State Capitol, and Capital District Park units. Utilize research to ensure professional and accurate text, labels, and items for exhibits and other print and digital media such as the State Capitol Museum website. Consult and crosscheck primary and secondary sources. Access resources such as the State Museum Resource Center, State Library, State Archives, and other sources as needed including the State Parks' content management database The Museum System (TMS). Organize research based on interpretive themes. Conduct digital assets acquisition under the guidance of the Graphic Designer III. Document and compile oral and written interpretive materials generated by staff. Work independently and as a member of a larger team to meet deadlines and ensure the timely completion of projects.</p>		
30%	<p><u>WRITING</u> Write text for physical and digital exhibits and other interpretive items. Assist with editing and proofreading all written interpretive materials. Assist with writing, editing, and distributing marketing materials for exhibits and digital media.</p>		
15%	<p><u>COLLECTIONS MANAGEMENT</u> Provide occasional assistance moving collection items, exhibit furniture, boxes, and preservation supplies and equipment. Assist as needed with a variety of routine cleaning tasks related to the preservation of exhibits and collections at the State Capitol Museum and other District Park Units. Assist under supervision with the installation of exhibits and exhibit objects.</p>		
10%	<p><u>TRAINING AND ADMINISTRATION</u> Provide interpretation to staff and volunteers on the research conducted. Assist with training on all Capitol Museum, Leland Stanford Mansion, and Governor's Mansion exhibits. Attend staff meetings and training opportunities as they occur.</p>		
MARGINAL FUNCTIONS:			
%	TASK/DUTIES		
5%	Other job-related duties as assigned and necessary for operational continuity. Prepare administrative paperwork to meet operational needs.		



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TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible .		
SPECIAL REQUIREMENTS:		
None		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE