

STATE OF NEW YORK  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110

## VACANCY ANNOUNCEMENT #26-26

**CLOSING DATE: CONTINUAL UNTIL FILLED**  
**VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORGINAL POSTING DATE**

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

### **POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.**

Title:	Assistant Curator
Locations:	New York State Division of Military and Naval Affairs (DMNA): New York State Military Museum: <ul style="list-style-type: none"><li>• Saratoga Springs – (1 vacancy)</li></ul>
Salary Grade:	SG-16
Salary Range:	Current Start Rate: \$63,136* Job Rate: \$76,359  (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Under general supervision of the Curator Military, the Assistant Curator is directly responsible for exhibit creation, installation, maintenance, removal, storage, management and retrieval of the State Military Museum's collection's including the manual and computerized records regarding; acquisitions, accessions, deaccessions, loans and exhibits on an administrative level; ensures accurate and consistent cataloging and artifact processing procedures; and maintains the museum's collections at professionally acceptable standards. Recommends policies related to areas of responsibility and implements those approved.</p> <p>The Assistant Curator assists the curatorial staff and, in the absence of an Associate Curator, will manage the collections under the direction and guidance of the Curator Military.</p> <p>The incumbents collectively have the responsibility for the movement, storage, care, and record retrieval systems for all collections, loaning artifacts, and monitoring the safety and condition of the artifacts. Curators will plan exhibit development and select appropriate objects for inclusion in exhibits in historical buildings; conduct background studies regarding acquisitions of historical objects as they relate to the historical setting and buildings; conducts, prepares, and presents research and reports, and leads specialized workshops and conducts</p>

training; and provides technical assistance and advice to the public and other institutions about collections and curation of historic objects.

This position performs responsibilities in accordance with state and agency policies and procedures, US Army Center for Military History (CMH) and applicable federal and state statutes. Day-to-day operations are carried out in accordance with CMH and agency and labor contract policies and procedures – current and as amended – and where applicable National Guard Bureau (NGB) directives. The position may report to state and/or federal supervisory personnel.

Duties and responsibilities may include but are not limited to the following:

- Responsible for the development, implementation and administration of standard operating procedures (SOP) relating to museum objects and materials; oversees policies regarding acquisitions, accessions, deaccessions and loans; makes recommendations for acquisition and deaccession of objects and materials.
- Responsible for overseeing and documenting loans; incoming and outgoing; evaluates condition of artifacts on outgoing, incoming, and returning loans; packs/unpacks artifacts for approved outgoing/incoming loans and arranges transport.
- Monitors and supervises environmental controls in collections storage. Identify conservation needs and assist with procurement of services.
- Coordinates photography of the permanent collection; receives and processes all photographic requests related to the use of the museum collection.
- Responsible for the research and documentation of the museum's objects and materials; organize, analyze and report findings in publications, at lectures or workshops.
- Oversees property accountability programs.
- Conducts scholarly research or/using collections on related subjects.
- Assisting development, refinement, and maintenance of a records retrieval system for the collections, including coordinating the program of preparing catalog records for entry into the computer and generating organized information from the computer.
- Ensures proper removal, repair, or replacement of damaged artifacts. Address any security or safety concerns as appropriate and in accordance with policies and procedures.
- Performs regular inventories and conditions evaluations of museum collections, including preparation and installation of an exhibit, especially with regard to their whereabouts and security along with tracking throughout exhibit duration.
- Cooperates with the museum staff in the care and conservation of the museum collection.
- Conducting regular inventories of exhibits while they are in place, both to detect the absence of any artifacts and to monitor evidence of damage from vandalism, temperature, or humidity.
- Routinely identify required supplies and equipment and assist with their procurement.

**Distinguishing Characteristics:**

- Serves as a member of the Collections Committee.
- Secondary contact for public inquiries.
- Assists curatorial staff with planning, research, development, installation and presentation of exhibits.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, established personal networks and participating in professional societies.
- Perform other duties as assigned by the supervisor.

**JOB DUTIES**

- Demonstrates a sound knowledge of standard museum procedures with strong familiarity with museum registration methods, cataloging and legal and insurance issues.
- Demonstrates a working knowledge of computers.
- Good written and oral skills.
- Self-directed and motivated.
- Ability to work well with the public and fellow staff members.
- Ability to prepare written material in a clear and concise fashion.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- Attend and complete additional training as required.
- May periodically be required to travel to other facilities/locations, to attend training or to perform job related duties as needed using various modes of transportation
- Overtime/additional hours will be required as needed. Overtime eligible pay will be paid in accordance with state policies and procedures.
- Performs other job duties as assigned.

**Minimum Qualifications:**

Bachelor's Degree and one year of full-time experience developing and conducting a professional program of collections management in a historic house, historic site, history section of a general museum, collections management section of a government agency having responsibility for historic house museums or sites, or cultural center providing professional cultural or historic exhibits. \*

**AND**

Two (2) years of full-time professional experience in collections in a historical museum, general museum with historical collections or at a historic site, including one year of supervisory experience.

\*A Master's Degree in Early American Culture and Decorative Arts, Art History, History of Technology, or History of Museum Studies may be substituted for one year of full-time general experience and the supplemental credit hours

**AND**

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command and State Human Resources.

Must be able to work at heights such as climbing ladders, working on scaffolds, platforms and lifts.

Must be able to push, pull, lift, and carry heavy objects and equipment (50+ lbs).

Must be able to work outside in various temperatures and inclement weather for extended periods of time.

Must be able to work in confined spaces in accordance with training and duty requirements.

Must be able to read and write in English.

Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint also preferred. \*

Required to have or successfully complete within 90 days of receiving computer access all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other required training as related to job assignments. \*

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

At the time of hire, must have all New York State or federal certification/license requirements; must provide proof of current certifications and demonstrate job knowledge to perform position related duties and responsibilities. Individual is responsible for ensuring all required certifications/licenses remain current at all times during employment.

\* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, the employee **MUST** maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements.

<p>How to Apply:</p>	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p><b>BY E-MAIL (PREFERRED METHOD):</b>  Send to: <a href="mailto:ng.ny.nyarng.mbx.mnhs-job-posting@army.mil">ng.ny.nyarng.mbx.mnhs-job-posting@army.mil</a>  Subject line to say: Job Title and Location</p> <p><b>BY MAIL:</b>  New York State Division of Military and Naval Affairs  State Human Resources Management  330 Old Niskayuna Road  Latham, New York 12110-3514  Attn: Classifications</p> <p><b>BY FAX:</b>  (518) 786-6085  Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <b><u>what position and location you are applying to</u></b>. Ensure to <b><u>CLEARLY note how you meet the minimum qualifications</u></b> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><b><u>Vagueness and omissions will not be resolved in your favor.</u></b></p> <p>For questions, please reach out to State Human Resources at (518) 786-4830</p> <p><b>This vacancy announcement will be posted until filled.</b></p> <p><b>Vacancy announcements can be closed 15 days after the original posting date listed below.</b></p>
<p>Subject of Interview:</p>	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>

POSTED: FEBRUARY 11, 2026

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New York State is an Equal Opportunity/Affirmative Action Employer.