Position Summary

First level of Museum Professional providing a variety of museum operations and services to students, faculty, staff, and community.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Coordinates installation and disassembly of exhibits.

Maintains exhibits to include inspecting, caring, replacing and repairing exhibit items.

Registers incoming and outgoing loans. Maintains records of collection items, information and use.

Coordinates accession and de-accession of collection objects. Coordinates delivery of art and inter-museum transits.

Assists in the development and promotion of exhibitions. Writes marketing and promotional materials.

Organizes, coordinates and oversees loans of collection and exhibition items.

Assists in the development of exhibition proposals, grants and budgets.

Assists in the development of educational programming. Plans and oversees the execution of events.

Trains and monitors the work of student workers, technical staff, and volunteers.
Job Classification Specification

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Must find solutions to modestly technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

Bachelor’s degree in art history, museum studies or related fields and 2 years of museum operations experience; or a combination of related education and work experience to equal six years.

Effective 1/2/14