Job Classification Specification

Museum Program Specialist 1

Position Summary

Museum Specialist providing expert museum services and consultation in a specific or multiple subject area(s). Incumbent at this level demonstrates substantial knowledge in functional areas(s) and often serves as technical lead in developing new Museum exhibitions and educational services and programs.

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.)

Manages and maintains large or specialized/rare collections to include collection building, exhibit development, housing, access, preservation and security.

Initiates and leads projects to develop and implement new programs and exhibitions. Recommends and implement changes to keep existing exhibits current and effective.

Serves as the expertise to resolve issues with handling and installing new or rare materials through creative and non-traditional solutions.

Participates in research projects and development of new educational programs.

Develops fund raising approaches. Identifies and outreaches to potential donors.

Identifies grant opportunities, develops and prepares grant proposals to external funding agencies.

Provides guidance and work directions to less experienced staff on a regular basis. May oversee daily operations of one or more museum processes and/or functions.

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/ re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.
Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity -- understands the smallest details of a circumscribed area.

Required Qualifications

Bachelor’s degree in art history, museum studies or related fields and 7 or more years of related professional experience.

Effective 1/2/14