

Job Title: Director Museum

Department: Museum
Immediate Supervisor: Board of Trustees

BRIEF DESCRIPTION OF THE JOB: Responsible for all aspects of museum administration, collection management, exhibit planning, educational programs public relations, marketing and fund raising.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Performs administrative duties by maintaining time sheets and other personnel records, overseeing financial functions, preparing various statistical reports and assisting the Board with planning long-range goals.	30%	S
2) Conducts fundraising activities by tracking and soliciting memberships, planning garage sales and Christmas parties, writing grants and manages inventories.	30%	L
3) Oversees and coordinates the preservation of collections and exhibits by training personnel in the proper methods for collection storage, assisting the Curator in handling, storing and accessing objects, assisting with the maintenance of historic structures, devising exhibition schedules, editing texts, captions and story lines, and assisting with the designing and producing of exhibits.	15%	L
4) Performs public relations functions by serving as a representative at various committees and boards, writing newsletters and press releases, representing the museum at various professional meetings and delivering lectures to various community groups and other organizations.	15%	S
5) Supervises, plans and implements educational and marketing programs by planning educational workshops, conducting tours of museum and historical districts, organizing school tours and developing brochures, posters and note cards.	10%	L

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations, giving tours
Sitting	F	Desk work, meetings
Walking	O	During tours
Lifting	O	Boxes, books, collection items
Carrying	O	Boxes, books, collection items
Pulling	R	Exhibit furniture
Pushing	R	Exhibit furniture
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For objects
Kneeling	F	Communicating with children, exhibit production
Crawling	N	
Twisting	R	Exhibit production
Climbing	F	Ladders
Balancing	F	On ladders
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, telephone, typewriter, vehicle, cameras, ladder, exacto knife, drills, hammers, saws

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	Y	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	M	Wetness/Humidity	N	Darkness or Poor Lighting	D

HEALTH AND SAFETY					
Mechanical Hazards	W	Chemical Hazards	Y	Electrical Hazards	D
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	W	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment		Warehouse	X	Shop	
Vehicle	X	Outdoors	X	Other: Museum	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over five years up to and including six years experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.