

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MUSEUM

Level A, Pay Grade 5

LEVEL DEFINITION	Positions at this entry level provide day-to-day management of museum-related services to support an area, department or the operational unit.
TYPICAL RESPONSIBILITIES	Planning, implementing and managing day-to-day delivery of established public and educational programs including tours, school programs, workshops, outreach activities, events and volunteers. Planning, implementing and contributing to day-to-day management of projects relating to the storage, documentation, digital systems and accessibility of collections. Researching, coordinating, and contributing to the development and implementation of exhibitions, initiatives and other projects including developing timelines, procurement, schedules and budgets. Liaising with a variety of external suppliers, contractors, partners, stakeholders, knowledge holders and content specialists.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding day-to-day programs, projects, and institutional activities, following established processes and procedures.
SUPERVISION RECEIVED	Works under general direction to meet set objectives. Work is reviewed in terms of achievement of objectives.
SUPERVISION EXERCISED	Manages, recruits, and trains staff, students, volunteers, or contract auxiliary staff and consultants.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.

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