

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MUSEUM

Level B, Pay Grade 7

LEVEL DEFINITION	Positions at this level are responsible for developing new programs, or developing, leading, evaluating, promoting, and managing general museum services.
TYPICAL RESPONSIBILITIES	Planning, developing, evaluating and managing new and existing public and educational programs, outreach activities, events and projects. Assessing condition of collections and loans, identifying conservation needs and managing preventive conservation projects. Developing and managing information databases, systems and digitization. Engaging with other units on campus on collaborative programs and research projects. Overseeing overall visual identity of the museum. Managing a specialized lab facility and responsible for acquiring, archiving, digitalization, and procurement and management of specialized equipment and technology. Participating in the strategic and long-term planning or the development of policies and procedures and best practices related to area of responsibility. Researching, curating, developing, implementing and managing specific initiatives, projects or exhibitions. Establishing, managing, nurturing/maintaining a variety of internal and external relationships. Participating in instructing and supervising interns and students.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the development and delivery of public and educational programs, or decisions regarding the management of information systems, collections care and conservation, and other special projects. Works self-directed under the guidance of senior staff members and make decisions based on established protocols and procedures.
SUPERVISION RECEIVED	Works under limited direction to meet defined goals. Work is reviewed in terms of achievement of defined goals.

SUPERVISION EXERCISED	Manages, recruits and trains staff, students, or volunteers, and consultants, and is responsible for hiring, disciplining, evaluation and termination. Works collaboratively with staff and with external departments and communities.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.

Updated: March 8, 2023