

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: MUSEUM

### Level D, Pay Grade 9

<b>LEVEL DEFINITION</b>	<p>Positions at this level are responsible for performing highly specialized work for a museum, gallery, archival, library or media collection.</p> <p>These positions are responsible for strategic planning, developing, implementing and managing policies and procedures, budgets, and negotiating contracts for specialized services in their area.</p>
<b>TYPICAL RESPONSIBILITIES</b>	<p>Developing, integrating and managing comprehensive museum/gallery facility and systems such as environmental, security, IT and digital systems and platforms. Leading the operations of collections, library and/or archives with multiple functions, and the development, integration and management of records and media holdings, including multiple digital, media and recording systems and platforms and technologies. Conceptualizing, planning, designing, and managing permanent and/or temporary exhibitions or outdoor art installation projects, or a range of public and educational initiatives working with a wide range of community partners. Providing leadership and expertise in developing, planning and implementing technical solutions for specialized initiatives, or in developing or curating academic and pedagogical programs or co-curricular programs. Performing specialist level curatorial duties including research and writing for museum collections and/or exhibitions. Developing and maintaining relationships with a wide range of community partners and/or advising members of a cultural community. Planning, developing, and evaluating an internship program. Instructing and supervising internships and student workers, including in specialist techniques and potentially adverse settings (e.g., biological field work)</p>
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	<p>Makes decisions regarding specialized curatorial, library, archival, education and public programs, and exhibit design and installation projects.</p> <p>May advise cultural communities on issues having public relations and legal implications.</p> <p>Liaises with funders and donors, makes recommendations for acquisitions, donor supported projects and grants, and participates in policy and decision-making discussions.</p>

<b>SUPERVISION RECEIVED</b>	Works with considerable latitude within broad professional and policy guidelines. Work is reviewed in terms of achievement of broad goals.
<b>SUPERVISION EXERCISED</b>	Manages, recruits, mentors and trains staff through direct or indirect reports, and supervises technical and cultural and artist contractors, volunteers, students, interns.
<b>MINIMUM QUALIFICATIONS</b>	Master's degree in a relevant discipline. Minimum of six years of related experience, or the equivalent combination of education and experience.

**Updated:** March 8, 2023