

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MUSEUM

Level E, Pay Grade 11

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| LEVEL DEFINITION | Positions at this level are responsible for future strategies and directions. In addition to performing typical responsibilities at Level D, positions at this level may also serve as the Head of the operational unit or a member of senior management. |
| TYPICAL RESPONSIBILITIES | Managing and providing leadership and guidance to professional staff or to curators and staff in their unit. Establishing the operational unit's values and objectives, artistic direction, and development of institutional long and short-term strategic plans, including integration of equity, diversity and inclusion and UBC's Indigenous Strategic Plan. Researching and writing for publication in areas of expertise and disseminating to national and international audiences, organizations and conferences. Organizing, conducting and supervising original conservation research theory and practice and providing senior management for the care and conservation of museum collections; establishing best practices in the preventive maintenance of the collections; and prioritizing conservation needs and developing procedures, policies and agreements with originating communities. Overseeing overall scope of the operational unit's education program; developing, and supervising public programs and community engagement; and collaborating internally and externally. Researching, documenting, curating, and developing exhibition strategies. Responding to public and scholarly requests. Making recommendations for acquisitions to the permanent collection and archives. Developing and maintaining relationships with relevant communities, stakeholders and donors. Overseeing operational unit's internship program, including ensuring alignment with unit's mission, vision and strategic goals. Instructing and supervising internships and student workers, including in specialist techniques and potentially adverse settings (e.g., biological field work). |
| DECISION MAKING /LEVEL OF ACCOUNTABILITY | Makes decisions regarding the curation, management, conservation and care of all collections, or management of all exhibit design/installations, and all education and public program development. Makes decisions regarding the scope, range and evaluation of exhibit, public and educational programs. |

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| SUPERVISION RECEIVED | Works under direction of senior administration and within a broad mandate. Work is reviewed in terms of professional standards and adherence to the gallery or museum's mandate. |
| SUPERVISION EXERCISED | Manages, recruits, mentors and trains staff through direct or indirect reports, and supervises technical and cultural contractors, volunteers, students, interns. |
| MINIMUM QUALIFICATIONS | Master's degree in a relevant discipline. Minimum of seven years of related experience, or the equivalent combination of education and experience. |

Updated March 8, 2023