

MUSEUM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for providing administrative assistance and organizational support for museum operations within a library. The work involves responsibility for the care, management, utilization, interpretation and exhibition of a museum collection. Administrative support tasks include scheduling and conducting guided tours, public relations, producing promotional materials and addressing various groups about the museum. The work is performed under the general supervision of the Library Director I with considerable leeway allowed for the use of independent judgment. Supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative example of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Cares for and maintains the integrity of the museum collection and buildings, including storage, registration, preservation and conservation;

Plans and coordinates the development of museum exhibits, educational programs, special events, collections, discussions and workshops for the museum;

Supervises the maintenance and care of the museum and its exhibits;

Coordinates and produces promotional materials for the museum through the use of computer applications such as word processing, spreadsheets, email, internet and content management software;

Coordinates the distribution of information to the community regarding museum activities;

Promotes museum related activities by attending festivals and other events in the community;

Supervises, trains and schedules assigned employees and volunteers;

Schedules and conducts museum tours for visitors;

Monitors conditions of the museum's physical structures, furniture and artifacts and reports findings to the Library Director I for maintenance and repair as needed;

May attend meetings of the museum advisory board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of museum operational procedures and management; working knowledge of local history as it pertains to the Library's museum and its contents; working knowledge of the principles of public relations and public speaking; ability to plan and supervise the work of others; ability to operate a personal computer and utilize common software programs; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to effectively promote the

museum and speak before community groups; detail oriented; good judgment; initiative; resourcefulness; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates or higher level degree and one (1) year of full-time paid or its part-time equivalent, experience in collections management or in a museum setting; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid or its part-time equivalent, experience in collections management or in a museum setting; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
4495 MUSEUM MGR
Classification: Competitive
OA

Adopted: April 4, 2017