

Uintah County

Job Description



Title:	Museum Director	Code:	115
Division:	Administration	Effective Date:	3/07
Department:	Western Heritage Museum	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	34

GENERAL PURPOSE

Directs and manages County museum and curates permanent collections and traveling exhibits. Ensures the museum's mission and goals are implemented through the oversight and performance of a wide range of administrative and technical duties requiring full performance knowledge of the major functions of museums and maintaining and preserving collections held in public trust. Plans, organizes, directs and coordinates the day-to-day operations of museum and gift shop.

SUPERVISION RECEIVED

Works under the broad policy guidance of the County Commission.

SUPERVISION EXERCISED

Provides close to general supervision to Assistant Museum Curator.

ESSENTIAL FUNCTIONS

Administers policies and works closely with major contributors and elected leadership, in setting and carry out the vision, mission and objectives of the museum system; makes policy recommendations; provides coordination and advice in defining collections and exhibits for local communities; monitors success related to goals and mission of overall county museum operations.

Coordinates publicity, promotions, advertising and brochures, for exhibits and displays; schedules and facilitates tours for schools, seniors, special request groups, and others; initiates and maintains contacts with patrons, artists, museums, and organizations, to promote the museum and the exchange and donation of collections to the museum; confers with county website administrator to ensure promotional and marketing information made available on the county website effectively supports the museum's mission and operations.

Prepares department budget; attends commission and board meetings; purchases departmental supplies, equipment, special collections, and maintenance supplies; monitors expenditures; administers gifts and grants from private, state, and federal sources; accounts for all museum revenues according to established procedures; prepares and submits various monthly reports showing activities, statistical and financial data.

Plans, organizes, controls, and evaluates the services provided by the museum; develops, implements and monitors work plans to achieve goals; prepares grants and facilitates the exchange of exhibitions, displays, and art shows, between the museum and state and private sources such as Utah Humanities for the Arts, Smithsonian, etc., to meet educational, quality of life goals, and citizen service expectations.

Provide curator functions for collections; inspects exhibits, displays, art pieces, artifacts, etc., received on loan to ensure condition received in is recorded, and the same are inspected prior to repacking to ensure return to origination destination in same condition as received; makes budget recommendations for the improvement and maintenance of the specialized storage systems needed to preserve delicate collections; provides advice to citizens in preserving items held in private collections important to the history of the county. Makes repairs and may construct specialize containers to store or exhibit items or displays.

Oversees collection development of museum system through purchases, exchange, or donation of items and collections; Inspects condition of building and collections and works closely with county attorney and county insurance carrier to ensure adequate insurance coverage for permanent; reviews and recommends materials selected for purchase.

Catalogs, documents, and researches museum objects and collections; assigns collection numbers, creates detail descriptions of collection pieces for tracking and identification; ensures proper application of museum standards and practices are applied to manage and preserve museum collections.

Performs condition reporting and determines maintenance schedules; ensures preventive conservation of collections by ensuring proper display, handling and storage; maintains proper climate controls to mitigate deterioration and damage; follows standards for proper storage, handling and packing.

Maintains a variety of files and records as required in maintaining all information pertaining to museum records for existing and newly acquired collection items; verifies and maintains donor records; verifies and maintains acquisition records and creates "deed of gift"; utilizes specialized software (Pastperfect) to create and maintain collection database records including narrative descriptions, photographic records, etc.; creates and stores backup records off site

Manages gift shop, selects items to be offered and displayed, manages contracts with vendors, sets pricing for items to be sold, and supervises part time and volunteer staff who work in the gift shop, and perform custodial maintenance of the building, provide information, and schedule and facilitate.

Participates in museum conferences, seminars, locally and nationally; networks with artists statewide.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Graduation from college with a bachelor's degree in museum studies, art, history or related field;
 - AND
 - b. Five (5) years of progressively responsible experience.
 - OR
 - c. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of maintaining collections, inspecting, cataloging and classification methods, practices and procedures; proper storage and display; various areas of specialization of materials related to different type of exhibits, patron interest, and goals and objective of the museum; inter-personal communications skills to successfully obtain grants and donations; state and national resources available for lending to museums; budgeting, and marketing; use of personal computers and inventory programs. **Working knowledge of** principles of supervision.

Ability to locate and apply for grants and donations; analyze problems and make recommendations for solutions; supervise staff and volunteers; establish and maintain effective working relationships with boards, professional organizations, associations, fellow employees, subordinates; and patrons of all ages; plan for museum services, and security of permanent and traveling exhibits; maintain and control fiscal aspects of museum planning; communicate effectively verbally and in writing.

3. Special Qualifications:

May be required to maintain professional associations with various organizations, i.e., Utah Museum Association, Utah State Historical Society, Utah State Preservation Commission and Utah Library Association.

4. Working Environment:

Indoor environment requiring a variety of physical activities including walking, standing, sitting. Some muscular strain, stooping, reaching, bending, lifting, etc., in the building, packing, unpacking, and storage of collections. Flexibility of schedule.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)