

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4384

MUSEUM/GALLERY MANAGER

**Abolished Effective February 10, 2006**

BASIC FUNCTION

Provide the day-to-day operational and administrative management of a museum or gallery.

DISTINGUISHING CHARACTERISTICS

With delegated authority, have responsibility for planning, organizing, executing, controlling and evaluating activities, subfunctions and functions of an organization including budget, policies, procedures and staff supervision.

TYPICAL WORK

Manage accession, preservation, cataloging, identification and maintenance of the collections;

Prepare cost estimates and projections of future needs and effect proposed actions; review budget requests and provide advice on expenditures; audit and approve expenditures, requisitions, and vouchers;

Supervise curators, docents, graduate students and other employees in duties related to construction, installation, budgetary matters, security and maintenance of exhibits;

Train, supervise, and work with museum/gallery volunteers;

Conduct special studies connected with collections and exhibits; may prepare scholarly papers resulting from studies;

Supervise and train Preparators in techniques of packing, unpacking and shipping of material to ensure safety and security;

Evaluate damage on incoming and outgoing items; process insurance forms and follow-up on any claims;

Work with faculty in providing information to schools and other visiting groups;

Plan, design and execute exhibits;

Work with Director in scheduling and planning of annual program;

Prepare and maintain administrative and business records;

Prepare grant or contract proposals in compliance with granting agencies' policies;

Represent museum/gallery at professional meetings;

Act in Director's absence;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

A Bachelor's Degree in Art, History, Science or a related field AND four years of experience as a curator, including experience training and directing museum/gallery workers

OR

a Master's Degree in Art, History, Science or a related field AND two years of experience as a curator, including experience training and directing museum/gallery workers OR equivalent education/experience.

New Class: 3-18-76

Revise Class/Title: 8-4-89