



**Job Title: Museum Director**

## **CLASSIFICATION DESCRIPTION**

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**Department: Leepa/Rattner Museum**

**Pay Grade: 117**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

## **JOB SUMMARY**

This position plans and coordinates the operational and fundraising functions with a partnership with the College's Foundation. Responsibilities may include: developing museum policies and procedures; preparing and managing a budget; coordinating museum departments and functions; marketing museum events and activities; cultivating donors and soliciting funds; writing and managing grants; overseeing related educational activities such as class visits, tours, and faculty-led performances; and preparing operational, financial, statistical reports, and accreditation parameters.

## **DISTINGUISHING CHARACTERISTICS**

N/A.

## **ESSENTIAL JOB FUNCTIONS**

- Leads the strategic planning, direction, and implementation of plans for the museum as a public unit within the College.
- Develops opportunities to support LRMA as a teaching resource providing oversight and management of staff to ensure a connection to both College and external stakeholders.
- Manages staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Works to assure the necessary organizational structure, policies, systems controls, and procedures are in place and regularly reviewed for effectiveness.
- Develops museum policies and procedures; plans, coordinates, and evaluates programs, projects, and service offerings; and ensures compliance with policies, goals, and regulations.
- Develops and administers budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; and manages financial operations.

- Oversees management of collection including handling, preservation, storage, maintenance of retrieval system and documentation; evaluates collection; and determines priority of needs.
- Organizes marketing and public relations efforts; maintains contact SPC's Foundation regarding collectors, donors, art institutions, museum, and College staff in acquisition of special collections; solicits funds; and writes and manages grants.
- Develops relationships with foundation and other grant funding institutions to enhance the museum's research, exhibitions, and programs.
- Develops relationships with scholars, artists, and institutions to support the creation and curation of vibrant exhibitions that build LRMA's reputation and advance new scholarship and conversations within and beyond the field.
- Represents the museum and the Arts in SPC councils and committees within the College.
- Prepares and reviews a variety of operational, financial, and statistical reports.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree in fine arts or a field related to assigned area (master's degree in art, art history, museum studies, non-profit management, or a related field preferred) with course work and evidence of participation in museum management/administration in a college setting required; five (5) years of related work experience managing a non-profit cultural institution including three (3) years of experience in fundraising along with desired experience at a college handling a permanent museum collection, achieving managerial accomplishments, and/or teaching; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Funding sources for college museums and art programs;
- Fundraising and donor management;
- Grant writing
- Legal aspects of museum operations and accreditation;
- American Alliance of Museum Accreditation Standards and Practices;
- Museum operations;
- Managerial principles;
- Budgeting principles;
- Museum collections management;
- Museum exhibit development;
- Curriculum development;
- Educational principles and practices;
- Basic digital marketing principles and practices;
- Customer service principles;
- Analytical methods;
- Public relations principles; and
- Computers and related software applications.

#### Skills in:

- Strategic planning and implementation;
- Interacting with a diverse group of people;
- Conducting research;
- Preparing records and reports;
- Providing customer service.
- Developing and implementing operational policies and procedures.

- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and delegate work;
- Build a high performance team;
- Monitor and evaluate employees; and
- Develop work relationships with other institutions.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

| <b>Physical Activities</b>   |          | <b>Physical Activities</b>   |          |
|--|----------|--|----------|
| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.                           | <u>X</u> | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.   | <u>X</u> |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility.                                      | <u>X</u> | Reaching – extending hands or arms in any direction.   | <u>X</u> |
| Crawling – moving about on hands, knees, or hands, feet.   |          | Repetitive Motion – substantial movements of wrists, hands, fingers.   | <u>X</u> |
| Crouching – bending body forward by bending leg, spine.  |          | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. | <u>X</u> |
| Feeling – perceiving attributes of objects by touch with skin, fingertips.   |          | Standing – for sustained periods of time.  |          |
| Fingering – picking, pinching, typing, working with fingers rather than hand.  | <u>X</u> | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.          | <u>X</u> |
| Grasping – applying pressure to object with fingers, palm.   | <u>X</u> | Talking 1 – expressing ideas by spoken word.   | <u>X</u> |
| Handling – picking, holding, or working with whole hand.   | <u>X</u> | Talking 2 – shouting to be heard above ambient noise.  |          |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information.  | <u>X</u> | Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.                 | <u>X</u> |
| Hearing 2 – receive detailed information, make discrimination in sound.  |          | Visual Acuity 2 – color, depth perception, field of vision.  |          |
| Kneeling – bending legs at knee to come to rest at knees.  |          | Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.                               |          |
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. | <u>X</u> | Visual Acuity 4 – operate motor vehicles/heavy equipment.  | <u>X</u> |

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|--|-------------------------------------|--|--|
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. | <input checked="" type="checkbox"/> | Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. |  |
| Pulling – use upper extremities to exert force, haul or tug.                                 |                                     | Walking – on foot to accomplish tasks, long distances, or site to site.  |  |

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to dusts, odors, and chemicals.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***