

MUSEUM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Town Board, the incumbent is responsible for the operation and administration of a local community museum and its programs. This position plans educational programs designed to provide visitors with an understanding of local history. Supervision may be exercised over volunteer and part-time personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and implements the museum's goals and objectives, policies and procedures;
Plans and manages the business operations of the museum;
Establishes standards for the appearance, maintenance, safety and security of the museum building, staff and visitors;
Prepares an annual operating budget and ensures that the museum operates within allocated funds;
Solicits grants and other funds from outside agencies;
Coordinates the development and distribution of information to the community regarding museum activities;
Supervises the development of museum exhibits, educational programs, special events, collections, discussions, and workshops;
Conducts tours, explaining the significance of exhibits so visitors will gain a better appreciation of events that influenced the community;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of public administration with emphasis on effective organization and management;
Working knowledge of local history;
Ability to effectively promote the museum and speak before community groups;
Ability to recruit, train, and coordinate volunteers to ensure optimum use of volunteer services;
Ability to understand and interpret complex oral and written information;
Ability to communicate effectively both orally and in writing;
Ability to research grant opportunities;
Ability to establish effective working relationships;

Ability to positively influence and support volunteer and fundraising efforts;
Ability to establish and maintain effective working relationships;
Ability to operate a personal computer and utilize common office software programs;
Initiative;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two years experience involving exhibition and/or gallery installations or collection processing; or
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.