

MUSEUM PROGRAM CHIEF

This is professional and supervisory work in the research, development and maintenance of curatorial programs in a museum of history or house museum complex. Employees plan, supervise and coordinate the work of curators and curatorial assistants in a broad range of museum disciplines such as design, curation, collection and education. Employees provide practical and technical input toward other phases of the museum's total program. Extensive research is conducted for program content and documentation. As program chief, responsibilities include serving as a team member in developing a theoretical conceptualization for exhibits and supervision of other non-curatorial staff and directing the overall program. Employees function as a curator providing expertise in their respective specialty area and may be involved in managing other aspects of museum operations such as, conservation and registration. Work is performed independently under the general direction of the museum director or deputy director. Employees perform other related duties as required.

SUPERVISORY/ MANAGERIAL FUNCTIONS:

Planning – Employees are responsible for establishing goals, determining needs and planning for utilization of staff, space and equipment to serve the overall museum mission. Employees broadly oversee the acquisition and interpretation of artifacts; conduct and accumulate research on artifacts in the collection; develop education programs and serve as a subject matter expert.

Organizing and Directing – Employees continually assess whether the exhibit's development goals, methodology and objectives are being addressed and adjust priorities to incorporate changes made by other units exercising broad program parameters. Employees may produce and monitor contracts for exhibit productions.

Budgeting – Administers the program budget including formulation, justification and monitoring of expenditures. Employees monitor interrelated budgetary needs and justify budgets to higher level management based on previous year's expenditures and planned projects for the coming year.

Training – Employees determine staff development needs based on input from subordinate supervisors and through direct observation. Employees research and justify external sources for training and implement in-house training to give employees in-depth knowledge and skills. Employees train and provide content materials for docents and other educational programming. Employees are responsible for monitoring funds allocated for training and staff development activities.

Setting Work Standards - Employees develop standards for individual work performance according to established policies and ensure applicability to varying work situations making needed adjustments. Receives input from subordinate supervisors regarding acceptable standards.

Reviewing Work - Employees discuss projects when assigned to staff to establish the goals, timeframes and potential concerns. Work is discussed while in progress and as problems or concerns arise. Work is reviewed upon completion assuring overall goals are met.

Counseling and Disciplining - In accordance with departmental policy, employees resolve minor disciplinary and other employee relation issues through formal and informal discussions. Employees make recommendations for resolution to a higher level manager. Major disciplinary actions are discussed with a higher level manager.

Performing Other Personnel Functions – Employees participate with considerable influence in the selection, appraisal, promotion, dismissal and salary adjustments of employees based on input from subordinate supervisors.

SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised – Work is relatively stable with changes primarily due to the variation of projects, staffing and budgetary constraints. Special reports, events or requests from higher level management require evaluation of existing priorities to determine assignments. Unexpected circumstances are generally referred by subordinate supervisors who provide input in accommodating the situation.

Variety of Work Supervised – Employees supervise permanent and temporary staff who carry out development of museum programs/exhibits in an area such as, education, design, curation or collection. Staff is required to work evenings and weekends.

Number of Employees Responsible For – Employees serve as a program manager responsible for approximately ten (10) to twenty (20) professional, technical and support staff. Volunteers may also be utilized as appropriate.

EXTENT OF SUPERVISION RECEIVED: Work is performed independently with general guidance from the museum director or deputy director. Instructions are provided through work plans, organizational and administrative goals.

SPECIAL ADDITIONAL CONSIDERATIONS: N/A

RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities – Thorough knowledge of history and material cultural. Thorough knowledge of standard museum practices regarding exhibition, conservation, collection, design, interpretation and education concepts. Knowledge of reference sources for historical materials and their uses. Requires the ability to analyze, accumulate and conduct on-going research and set standards for curatorial practice. Ability to collaborate with peers, advisory boards and focus groups in developing appropriate programs and exhibits. Ability to compose exhibit related articles for publication, labels and artifact documentation. Ability to plan, supervise and evaluate the work of a staff of curators and curatorial assistants. Requires ability to communicate effectively in oral and written form and skill in organizing projects and determining time frames for completion.

Minimum Training and Experience Requirements – Master's degree in museum studies, education, history, public history, architectural history, design or related area specific to program supervised and five years of experience in museum or related cultural institution work which includes three years in a supervisory or managerial capacity; or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.