

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: MUSEUM

### Level A, Pay Grade 5

<b>LEVEL DEFINITION</b>	This level covers positions responsible for assisting with special conservation and collections projects or positions developing and implementing public and educational programs.
<b>TYPICAL RESPONSIBILITIES</b>	May include: planning and implementing specific aspects of collection moves; managing special collections projects; participating in lab teaching and supervision; developing and implementing public and educational programs; and managing the activities of museum volunteers.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding special conservation and collections projects or the development and delivery of public and educational programs.
<b>SUPERVISION RECEIVED</b>	Works under general direction to meet set objectives. Work is reviewed in terms of achievement of objectives.
<b>SUPERVISION EXERCISED</b>	Manages staff and is responsible for hire, discipline, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.

Updated: August 25, 2009