

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MUSEUM

Level B, Pay Grade 6

LEVEL DEFINITION	This level covers positions responsible for conserving objects in the museum's collections, designing object displays and exhibits, or archiving objects.
TYPICAL RESPONSIBILITIES	May include: the conserving objects in the museum's collections; assessing objects in collections and identifying conservation needs; implementing conservation projects; assisting with the management of the conservation lab; developing and implementing appropriate procedures for archive and records management; designing object displays, exhibits and storage/ mounting systems; managing temporary exhibitions, loans and traveling exhibitions; managing special projects; managing photography of new acquisitions and providing photographs or electronic images for researchers; conducting research in collections, conservation or exhibit design; and teaching collection conservation techniques or exhibit design courses.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the conservation of objects within collections, the design of museum object exhibits, or the archiving of museum objects.
SUPERVISION RECEIVED	Works limited direction to meet defined goals. Work is reviewed in terms of achievement of defined goals.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.