

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MUSEUM

Level C, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for collections registration, conservation, access, storage and security or positions performing curatorial work for public and school educational programs.
TYPICAL RESPONSIBILITIES	May include: overseeing the collection registration, conservation, loans and traveling exhibitions, access, security, storage of a collection; managing the museum's Information Access System; managing special projects and developing budgets; acting as the curator for public and school educational programs; consulting with cultural communities and schools to develop and implement appropriate educational programs; overseeing, training and evaluating the work of volunteer program guides; and researching areas of interest to educational programming.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the conservation, security and records management of specific collections or decisions regarding curatorial matters for public and educational programs.
SUPERVISION RECEIVED	Works autonomously within a general professional and administrative framework. Work is reviewed in terms of achievement of general goals.
SUPERVISION EXERCISED	Manages staff and supervises technical contractors, volunteers, students and interns.
MINIMUM QUALIFICATIONS	Master's degree in a relevant discipline. Minimum of five years of related experience, or an equivalent combination of education and experience.