

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MUSEUM

Level E, Pay Grade 10

LEVEL DEFINITION	This level covers positions responsible for comprehensive management of all museum collections, information access system areas, or exhibit design/installations.
TYPICAL RESPONSIBILITIES	May include: developing and implementing policies and procedures for the collections management, information access systems, or exhibit design areas; developing and managing collection management agreements; managing collections and exhibit projects and related budgets; managing service contracts and schedules; participating in the critical analysis of current museum practices; and serving on executive level committees at the museum.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding overall management of all collections or management of all exhibit design/installations.
SUPERVISION RECEIVED	Works under direction of senior administration and within a broad mandate. Work is reviewed in terms of professional standards and adherence to the museum's mandate.
SUPERVISION EXERCISED	Manages staff, technical contractors, volunteers, students, and interns directly or indirectly through subordinates.
MINIMUM QUALIFICATIONS	Master's degree in a relevant discipline. Minimum of seven years of related experience, or the equivalent combination of education and experience.