## 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.

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