



MUSEUM DEPARTMENT JOB DESCRIPTION

MUSEUM DIRECTOR

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Provides leadership in the management of a dynamic organization. Directs and participates in fundraising, marketing, development of strategic vision, collection development, general management, financial management and fostering volunteer/board/city relations at the Mining and Rollo Jamison Museums.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Oversees Museum operations including collections management, exhibits, maintenance and educational outreach.
- 1.2 Cultivates relationships with major stakeholders for the purposes of fundraising, including major gifts, for special projects, operations and development of Museum facilities and exhibits.
- 1.3 Utilizes traditional, print, social, and other forms of new media to bring visitors to the museum and foster museum growth.
- 1.4 Collaborates with community partners to build historical knowledge in the Platteville community and the greater tri-state area; develops relationships with community organizations and staff to communicate the museum's vision.
- 1.5 Oversees the Museum Department budget including planning, preparing, monitoring and administering; recommends opportunities to grow and develop new revenue streams for the museum.

- 1.6 Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner.
- 1.7 Ensures the operations and administration of the Museum are in compliance with City policies, City ordinances, and local, State and Federal regulations.
- 1.8 Serves as the staff liaison to Museum Advisory Board and the Friends of the Mining and Rollo Jamison Museums.

Section 2. Peripheral Activities

Serves as a member of Emergency Disaster Planning.

Represents Museum Department at Museum Board Meetings.

Serves as a member of the Friends of the Mining and Rollo Jamison Museums Board.

Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge to solve a wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts. Arithmetic calculations involving fractions, decimals, and percentages. Thorough knowledge of museum work. Knowledge of computers with proficiency in Microsoft365, Adobe design software, and PastPerfect Museum Software.

Skill in the operation of listed tools and equipment.

Ability to report, write, or edit articles for publication. Ability to prepare deeds, contracts, leases, or mortgages. Ability to prepare marketing materials including advertisements, brochures, and websites. Ability to prepare and deliver lectures. Ability to interview, counsel, or advise people. Ability to evaluate technical data. Ability to communicate effectively, verbally or in writing, to answer inquiries from customers and the general public, suppliers/vendors for orders, Federal/State governmental or regulatory agencies such as DILHR for mine and train, fire inspections, and building inspections. Employee will be familiar with details of job to do it reasonably well within six months.

TOOLS AND EQUIPMENT USED:

Computer, nine key calculator, fax machine, typewriter, , telephone, copy machine, cash register, security equipment, hand and power tools, uses other tools and equipment as requested or as needed.

CONFIDENTIAL DATA:

Confidential information includes personnel, security systems, donations, value of artifacts.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly hears; talks. Employee frequently stands; walks; reaches; holds; uses eye-hand coordination; has contact with public. Employee occasionally sits; drives motor vehicles; drives heavy equipment; grasps; keyboards; tastes or smells; uses the telephone; works alone; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders. Employee must be able to get into train cab and reach clutch on train.

Employee must be able to frequently lift up to 10 pounds; occasionally lift over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: College Degree (4 years) with a major in History, Education, Business/Management, plus training in museum studies or experience in museum work. Masters in Museum Studies or related field preferred.
2. Related work experience of 3 to 5 years, including experience in fundraising, marketing and staff supervision
3. Any equivalent combination of education and experience.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to dirt when moving artifacts, landscaping, or in mine; dampness when in mine; rock falls; vibration when using power tools and drill; loud noises, temperature extremes when outside in weather;

POSITION ACCOUNTABILITY:

REPORTS TO: City Manager.

SUPERVISION EXERCISED: Museum Specialist – Education, Collections Manager LTE, LTE Maintenance and Maintenance Work Study report to Museum Director. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending and approving transfers/promotions of employees, recommending discipline, recommending discharge, recommending salary increases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 5/8/01

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