

**i.d.e.a. MUSEUM ADMINISTRATOR**

**JOB DESCRIPTION**

**Classification Responsibilities:** The i.d.e.a. Museum Administrator performs administrative work involving planning, developing, coordinating, and supervising the activities and facilities of the i.d.e.a. Museum including overseeing the development of Museum exhibits, programs, classes, educational and promotional materials, and special events. Responsibilities include: developing, administering, and monitoring the annual budget; managing, planning, and maintaining facilities (example: building maintenance, security, safety, utilities, etc.); developing short- and long-term museum objectives; overseeing the administration of grants awarded to the i.d.e.a. Museum and associated programs; supervising the Exhibit Design Team, which develops exhibits and programs, supervising paraprofessional and clerical support staff; acting as liaison between the i.d.e.a. Museum, Arts and Culture Department, and City management, the i.d.e.a. Museum Foundation, associated non-profit organizations, and community interest groups; and assisting and advising the i.d.e.a. Museum Foundation in fund raising activities. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Supervision is received from the Arts and Culture Department Director, who reviews work through conferences, reports, and results achieved. This class is exempt-executive.

**QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Master's Degree in Art Education, Art, Fine Arts, Museum Studies, or a related field. Extensive (5+ years) progressively responsible experience in the organization and management of museum work, including considerable (3 - 5 years) supervisory experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework in management, business, or public administration is preferred. Experience in fund raising and teaching art to children is highly desirable.

**ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, and museum professionals in order to promote and educate all of the above audiences about the i.d.e.a. Museum. Serves as liaison between the i.d.e.a. Museum Foundation and the City. Instructs and trains subordinates, teachers, museum professionals, and college students regarding elementary education issues, art education, and professional museum standards and practices. Prepares

written documents, and professional papers and articles in order to provide information relating to the i.d.e.a. Museum. Provides interviews with television, radio, and print media. Makes verbal presentations to museum professionals and students.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and oversees safety practices during construction and installation of exhibits. Inspects, monitors, and evaluates information and work-related conditions to determine compliance with prescribed operating, safety, and Museum standards. Provides input to exhibit and printed material design and production. Attends meetings and arts events related to area of responsibility. Occasionally assists with exhibit installations.

**Mental:** Plans, organizes, and directs the activities of the i.d.e.a. Museum. Supervises and evaluates the administrative and manual work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own administrative work. Resolves procedural, operational, and other work-related problems by interfacing with museum staff. Coordinates work activities and program functions with other City departments, other cities, and other agencies. Develops policies and procedures, short- and long-term objectives, and plans. Conducts research and analyzes data (attendance, budgetary) to facilitate planning. Performs mathematical calculations, statistical computations, financial, and cost and fee analysis. Prepares the i.d.e.a. Museum budget. Comprehends and makes inferences from board reports (i.d.e.a. Museum Foundation), budgets memos, and policies, etc. Understands and interprets blueprints, schematic drawings, and layouts for exhibit construction, museum expansion, etc. Reviews and may assist with estimates of labor and material costs for exhibits. Reads and applies current ideology within both the museum and education fields.

### **Knowledge and Abilities:**

Knowledge of:

the methods and practices used in raising funds and promoting, organizing, and publicizing museum programs and events;  
the principles and practices of museum management;  
the theories and principles of public relations;  
local communications media and techniques for effective advertising and promotion; and  
budget preparation, justification, and management methods.

Ability to:

evaluate program effectiveness and participation;  
develop and implement methods and procedures for improved cost-effectiveness and increased participation;  
conduct special information tours for members of the press, citizen groups, and donors with regard to publicity and fundraising;  
represent the Museum at national, state, and local professional organizations in order to enhance the Museum's involvement in and commitment to the community as both a resource and provider;  
research potential funding prospects by determining contacts and possible approaches;  
prepare and write formal fund raising proposals tailored to each individual, corporate, or foundation donor;

provide advice with regard to developing, marketing, and producing fund raising events and projects to assure the appropriateness of these events to the i.d.e.a. Museum Foundation Board, the Museum, and the City;

monitor fundraising progress;

advise the Chairman of the i.d.e.a. Museum Foundation and other members of the Executive Committee about specific calls, contacts, and foundation research;

establish and cultivate professional contacts with potential donors, collectors, and the staff of other museums;

secure donations or loans of specific materials for exhibitions;

facilitate and participate in Exhibit Design Team brainstorming;

implement and supervise artistic and instructional activities;

guide the artistic direction of the i.d.e.a. Museum in light of community needs;

exercise initiative and judgment in the improvement, development, and conduct of museum programs within the context of the City's Code of Ethics, and the i.d.e.a. Museum Foundation's mission statements; and

interact with citizen groups, business leaders, and community organizations to establish and maintain productive work relationships and rapport.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/21

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JOB FCTN-ADM

INCREMENTS 66-200

PAY GRADE: 55

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