

## MUSEUM ADMINSTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Museum Administrator performs administrative work involving planning, developing, coordinating, and supervising the activities and facilities (i.e., museum, historic home, archaeological sites) of the Mesa Southwest Museum, including: providing leadership for the Museum's curatorial, educational, and preservation programs; overseeing the initiation and maintenance of exhibitions and management of research programs in the fields of natural history and social sciences; and overseeing the development of public programs, collections, educational and promotional materials, and special events, in the fields of natural history and social sciences.

Duties include: developing, administering, and monitoring the Southwest Museum's annual budget; management, planning, and maintenance of Museum facilities (building maintenance, security, safety, etc.); developing short- and long-term museum program objectives; developing and implementing short- and long-range strategic planning, overseeing the administration of grants awarded to the Mesa Southwest Museum and associated programs; supervising professional-level subordinate supervisors and assigned support staff; and acting as liaison between the Mesa Southwest Museum, department management, associated non-profit organizations, and community interest groups (i.e., Chamber of Commerce, Mesa Convention, and Tourism Bureau). 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 Administrator, who reviews performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Master's Degree in Museum Studies, Social Science, Natural History, or a closely related field. Extensive (5+ years) progressively responsible experience in the organization and management of a natural history, anthropology, and/or history museum, preferably in the public sector. Considerable (3 - 5 years) supervisory experience with both professional and support staff.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework in management, business, or public administration is preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, federal and state agencies, media, other museums, public officials, and museum volunteers in order to administer the museum program. Develops and manages subordinates and museum volunteers regarding historical, archeological and paleontological history of the Southwest, and the

missions of the museum program. Prepares and presents Board, City Council, and management reports, and museum documentation. Communicates program and fundraising needs to the museum's volunteer support organizations. Utilizes a variety of methods to obtain community input into the planning process; evaluates and updates the mission statement through an open and cooperative process.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (Native American Graves Protection and Repatriation Act, Occupational, Safety and Health Administration [OSHA], Antiquities and Archaeological Resources Protection Acts), state of Arizona regulations (on disposition of human remains), and American Association of Museums guidelines. Inspects, monitors, and evaluates information related to the collection of museum objects and the operation of museum and historic sites to determine compliance with prescribed operating and safety standards. Attends meetings, gives lectures, inspects off-site facilities, meets with donors, and monitors outreach sites and excavations.

**Mental:** Plans, organizes, and directs activities of the Southwest Museum. Supervises and evaluates the work of subordinate personnel engaged in curation of collections, and the operation and programming of the museum and outreach sites. Prioritizes and assigns work to personnel and prioritizes own work as it relates to the operation of the Museum. Resolves procedural, operational, and other work-related problems concerning general operations of the museum by individual and team decision-making. Coordinates work activities, program functions and volunteer tasks with other City departments, and other cities and agencies (State Historical Preservation Office, Arizona Humanities Council, Central Arizona Museum Association, and American Association of Museums, etc.). Develops administrative policies and procedures and reviews and coordinates policies recommended by museum staff; short- and long-term objectives and plans. Conducts research and analyzes data (budget data, audience trends, public programming collections data) to determine the critical needs and future direction of short- and long-term programming. Performs mathematical calculations, statistical analyses, financial cost and fee analysis. Prepares the Southwest Museum budget. Comprehends and makes inferences from written material (budget reports, Board reports, policies, memos, etc.). Understands and interprets blueprints, schematic drawings, and layouts for exhibit construction, museum expansion, etc. Reads and applies current ideology within the museum and education fields.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of museum management (including fiscal management), personnel management, and supervisory techniques;

one or more of the academic fields of museums associated with natural history, anthropology, and history;

Southwest regional history and culture;

the philosophy, methods, and practices of museum education;

research programs and methodologies, and management of research-based collections;

the methods and practices used in raising funds and promoting, organizing, and publicizing museum programs and events;

issues and ethics of collections documentation, care, protection, and accessibility;

museum ethics, and commitment to museum ethics, as established by American Association of

Museums as well as legal issues of museum management;  
budget preparation, justification, and management methods;  
communication and interpersonal techniques; and  
Total Quality Management principles.

Ability to:

formulate and implement a strategic vision for a regional/national level museum and articulate the museum mission;  
develop and manage a growing and diverse staff;  
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 fund-raising;  
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 and donor prospects by determining contacts and possible approaches;  
monitor fund raising progress;  
secure donations or loans of specific materials for exhibitions;  
acquire collections for the Mesa Southwest Museum;  
facilitate and participate in exhibit design team brainstorming;  
guide the direction of the Mesa Southwest Museum in light of community needs;  
represent the Museum in a culturally diverse urban community;  
exercise initiative and judgment in the improvement, development, and conduct of museum programs within the context of the City's Code of Ethics and Museum's mission statements;  
interact with citizen groups, business leaders and community organizations to establish and maintain productive work relationships and rapport;  
screen potential exhibitors for both on-site and off-site exhibitions; and  
establish and maintain effective working relationships with associate personnel, public groups, and individuals, as well as the news media.

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.

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EEO-O/A

NDOT SAFET-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 57

SECURITY-No

CDL-No

IND-9101

SWORN-No