

TITLE	CLASSIFICATION	SALARY RANGE
Museum Supervisor/Curator SRJC Multi Cultural Museum	Management Team Classified Supervisor	8

SCOPE OF POSITION:

Under general direction of the Museum Director, is responsible for day-to-day administration and operations of the SRJC Multi Cultural Museum. Plans and oversees the operations and activities of the SRJC Multi Cultural Museum. Prepares museum exhibits for events; oversees inventory and the curation of the museum collections; facilitates the planning, development and implementation of museum education and outreach programs; prepares and monitors operating and funding budgets.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises and coordinates the operations and activities of the SRJC Multi Cultural Museum including in-house and off-site programs and classes.
2. Oversees planning and organization for community and fundraising events involving the Museum.
3. Works with the Museum Director and staff to design and produce museum exhibits; oversees the procurement and storage of the Museum's collection of artifacts and archives.
4. Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
5. Provides technical expertise, information and assistance to the Dean regarding assigned functions; assists in the formulation and development of policies, procedures and programs.
6. Assists with researching additional funding possibilities through grants, events and summer programs and Museum shop sales.
7. Identifies community educational needs and work with the Dean, faculty, and staff to meet those needs.
8. Accepts the delivery of donations and oversees the completion of documents for acquisition, curation, care of, and record-keeping for all objects donated to the museum, including processing paperwork and photographs for appraisal and insurance purposes.
9. Maintains inventory using museum standards for archiving, restoration processes, pest-control and storage; maintains catalogs for inventory control including artifacts, equipment, and other materials that support the collection.
10. Serves as a guide to Museum visitors such as faculty, students, and the general public; answers questions, provides information related to the Museum and its collections; maintains records of Museum attendance.
11. Designs and implements graphic design work for marketing exhibits, events, fund-raising purposes, and outreach goals.
12. Maintains the Museum website.

KEY DUTIES AND RESPONSIBILITIES

13. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolves issues and exchanges information; serves as a liaison to other campus departments, staff, administration and personnel to facilitate the successful operation of the Museum to schools and other organizations regarding Museum educational opportunities; communicates with administrators and instructors regarding Museum events, activities and programs.
14. Ensures that Museum premises and collections are secure, working with appropriate departments to ensure alarms, fire suppression systems and other security systems are maintained.
15. Develops, administers and prepares the Museum budget; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations; prepares budget plan projections, implementation and expenditure reports.
16. Directs the preparation and maintenance of narrative and statistical reports, records and correspondence.

KNOWLEDGE OF:

1. Principles of effective public relations.
2. Applicable laws, codes, regulations, policies and procedures.
3. Standard office productivity software, including social networking, web page development, and point-of-sale systems.
4. Budgetary processes, development, and management, as well as financial recording keeping.
5. Community relations and outreach.
6. Facility planning, operations and maintenance.
7. Artifact preservation, handling and care.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing.
3. Plan and manage a budget.
4. Establish and maintain cooperative and effective working relationships with others.
5. Direct the maintenance of reports, records and files related to assigned activities.
6. Work independently with little direction; analyze situations accurately and adopt an effective course of action.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in a related field such as Anthropology, Art, Art History, or Sociology.

Experience:

Increasingly responsible experience managing an area or department, including inventory control, budget management and facilities management.

SPECIAL REQUIREMENTS:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

Must be able to perform physical activities, such as, but not limited to lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.