

CITY OF SPRINGDALE
Position Description

TITLE: Director (full time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for leadership, overall operations, and day-to-day management of museum. Principle responsibilities include direction of museum's mission, strategic plan, and policies, as well as intellectual and programmatic direction; management of budget, grants, and endowment and generation of additional funding; planning, development, implementation, and evaluation of all activities and operations; oversight of facilities; direction and management of all staff and volunteers.

SUPERVISION RECEIVED: Reports to Mayor of Springdale, under guidance and policy direction of museum Board of Trustees.

SUPERVISION EXERCISED: Supervises all full- and part-time museum employees, temporary employees, and volunteers either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Financial Management

- Manages and supervises museum operations to achieve goals within available resources.
- Develops policies, operating procedures, and strategic plans for museum; provides leadership and direction based on strategic plans.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Manages museum endowment with direction and supervision of Board of Trustees.
- Evaluates current practices, stays current with professional standards and trends, and develops new practices in museum management in order to meet the needs of a diverse audience and plan for changing needs of staff and the public.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Coordinates museum membership program, development, and fund raising; solicits and accepts gifts for museum.
- Prepares plans and cost estimates for museum improvements and oversees those improvements.
- Ensure that Board of Trustees is kept fully informed about museum conditions; meets monthly with Board and with Board committees as needed; prepares and delivers activity and financial reports to Board; provides liaison between Board and staff.
- Maintains official records and documents and ensures compliance with federal, state, and local regulations.

Supervision

- Is responsible for recruitment, employment, and release of all personnel, both staff and volunteers.
- Manages and directs museum staff; plans and organizes workloads and staff assignments; trains, motivates, and evaluates staff; resolves personnel grievances as needed.
- Ensures development and regular review of job descriptions.

- Determines work procedures, coordinates work schedules, and expedites workflow.
- Issues written and oral instructions; assigns duties and examines work for conformance to policies and procedures.
- Encourages staff and volunteer development and education.
- Promotes active and broad participation by volunteers in all areas of the museum.
- Performs or assists subordinates in performing duties.

Operations Management

- Oversees planning, organization, implementation, and evaluation of exhibits, events, educational programming, collecting, collection-care activities, and publications, assuring fit with strategic plans and budgets and compliance with policies, legal regulations, and educational curriculum needs.
- Oversees issues of intellectual property and rights and reproductions.
- Supervises maintenance of, repair of, and improvements to museum facilities and grounds.
- Schedules and runs various special museum activities throughout the year.
- Oversees museum's emergency preparedness and response plans and training.

Communication

- Coordinates museum activities with other City departments, museum membership, and community organizations, as needed.
- Provides professional advice on museum issues to supervisors.
- Makes presentations to supervisors, boards, commissions, community groups, and the public.
- Promotes interest in museum and its programs and activities through publicity, written materials, web site content, media contacts, outreach presentations, and cooperation with community groups.
- Maintains working relationships with City departments, museum members, local and state educators and officials, local and state history-based organizations and historians, local and state grant-funding agencies, and local, state, and national museums, museum personnel, and museum organizations.
- Seeks community input into museum planning and programs.
- Answers inquiries and talks with visitors.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, making arrangements for use of museum facilities, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Serves as member of various City employee committees, as assigned. Assists staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Master's degree (Doctoral degree preferred) in American history, museum studies, public history, or related field; seven years of progressively responsible experience in museum work, including three years in a supervisory capacity and considerable work with collections, exhibits, and/or research; supplemental coursework in management, business, or public administration preferred; or any equivalent combination of education and experience.

Necessary Knowledge and Skills: Extensive knowledge of philosophy, principles, practices, and management of history museums; strong knowledge of issues and ethics related to collections documentation, care, protection, and accessibility and to museum exhibits, educational programming, and publications; extensive knowledge of history, especially in relation to Arkansas; working knowledge of fiscal and personnel management; considerable knowledge of methods and practices used in fund raising; strong historical research ability; considerable knowledge of museum's community and its resources; working knowledge of word processing and computer database systems; ability to read and/or speak Spanish a plus.

Ability to formulate and implement a strategic vision and articulate the museum mission; ability to develop and manage a growing and diverse staff; ability to lead and work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to multi-task; ability to guide the museum in light of community needs; ability to establish and maintain effective working relationships with supervisors, museum staff, assistants, and volunteers, City employees, other agencies, community groups, area businesses, and the public.

TOOLS AND EQUIPMENT USED: Computers including word processing and database programs; audio-visual equipment; scanner; digital and film camera; general office equipment.

PHYSICAL DEMANDS: Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment ranges from quiet to fairly noisy. Temperature and humidity levels are set for optimal collections conditions and are frequently cooler than average office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.