

**MAJOR FUNCTION**

This is professional, administrative and supervisory work coordinating a comprehensive array of initiatives targeted toward creating and maintaining the City of Tallahassee community as an environment sensitive to and responsive towards cultural diversity. The employee in this class will provide conceptual leadership throughout the specialized disciplines of the museum. Together with the Board of Directors, the employee is responsible for policymaking and funding of the institution. Duties involve financial management, acquisitions, preservation, research, interpretation and presentation of the museum in accordance with accepted museum industry standards and professional practices. Work involves developing and implementing the vision, purpose and mission of the museum. Work is performed under the administrative direction of the Manager-Parks, Recreation and Neighborhood Affairs (Community Services) with considerable independence, judgment, and initiative. Work is reviewed through reports, conferences and observations of the results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, schedules and directs the daily operations and employees of the museum. Plans and oversees the execution of special programs, events and initiatives offered through the museum. Coordinates the City's participation in initiatives designed to identify, evaluate and meet the needs of the community. Identifies initiatives and possible funding sources to enhance and expand services to the museum and develop and maintain partnerships/collaborations. Serves on local, state or national boards and committees and consults with formal and ad hoc groups whose goals are to further the interests of the museum. Develops quality and productivity improvement measures to improve available services and their effectiveness as it pertains to staff development and the museum's exhibits. Develops grant proposals to secure additional funding, including associated program design, implementation, scheduling and budget preparation. Performs complete staff work in the development of the content, analysis and evaluation of historical resources and preservation issues that affect the museum. Prepares the annual budget for the museum. Prepares status reports regarding milestone accomplishments scheduled in program plans. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Oversees building maintenance and security. Attends and conducts staff meetings. Attends City Commission meetings and other meetings as required. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of pertinent rules and regulations governing a museum. Exceptional oral, written and management skills and experience in fundraising. Thorough knowledge of the principles and practices of acceptable methods for the collection and analysis of data, and the preparation of reports and studies. Thorough knowledge of the local, state and national network of services available to the museum. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to supervise employees in a manner conducive to full performance and high morale. Ability to establish effective working relationships as necessitated by the work. Ability to prepare budgets and compile statistical data. Ability to analyze and interpret data. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

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## **MUSEUM EXECUTIVE DIRECTOR**

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### Minimum Training and Experience

Possession of an advanced degree in art or cultural administration, history, preservation, or a related field, and five years of experience that includes supervision or management of an agency, business or program which focused on services and issues affecting the arts or cultural organizations; or an equivalent combination of training and experience.

Established: 03-16-20