

**Museum Job Function**

**Exhibitions Job Family**

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Exhibitions Associate I	Bachelor's degree  5+ years of museum experience	<ul style="list-style-type: none"> <li>• Facilitates Curator's thematic development of each exhibit from both aesthetic and educational perspective</li> <li>• Participates in developing and implementing the overall strategic vision of the museum</li> <li>• Assists with the conception of the overall exhibition program</li> <li>• Establishes and manages cross-departmental exhibition project teams</li> <li>• Produces exhibition and interpretive material</li> <li>• Prepares and monitors exhibition project budgets and schedules</li> <li>• Participates in the preparation of exhibition-related grant proposals</li> </ul>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced exhibitions work within a museum or school</p>	<p><b>RECEIVED:</b> <b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN:</b> <b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

*NOTE:*

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
  - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
  - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion
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