

Museum Job Function

Museum Educator Job Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Museum Education Management	Bachelor's degree Masters in Education or collections related discipline required 7+ years of museum education experience	<ul style="list-style-type: none"> • Responsible for public education programs development, delivery and quality • Responsible for directing public education/training activities to engage current and new audiences • Develops and manages the department budget, proposals and/or plans • Supervises staff and/or volunteers • Analyzes progress and impact of initiatives and apply to future planning. 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a medium to large education department in a museum (Consider the audience base, number of programs, visitors and the mediums/methods of outreach)</p>	<p>RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p style="text-align: center;">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</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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