

Museum Job Function

Conservation Job Family

| Level | Function/ Roles | Experience & Education (Minimum Required) | Duties and Responsibilities (Cumulative from level to level in each job family) | Impact/Scope | Supervision |
|-------|---------------------------|--|--|--|--|
| 59E | Conservation Management I | <p>Master's degree required, Ph.D. preferred</p> <p>8+ years of progressively responsible museum conservation experience</p> <p>Competent with range of administrative, fiscal and human resources management</p> <p>Foreign language competency preferred</p> | <ul style="list-style-type: none"> • Negotiates and oversees contracts and grants • Responsible for fundraising strategy and process • Contributes to and communicates long-term plans, goals and contingencies • Represents University, museums and field in professional groups, committees • Supervises and develops individuals and teams | <p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the conservation function for a broad collection with museum wide responsibility (Consider the range of objects conserved, size of conservation budget, diagnostic tools used and the variety and intent of conservation)</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: 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 HUCTION due to job content, grade and/or a Confidential / Supervisory exclusion