

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
58E	Exhibitions Management I	Bachelor's degree Master's degree preferred 7+ years of relevant experience Advanced knowledge of artistic and technical concepts, principals and techniques	<ul style="list-style-type: none"> • Provides leadership in the development and implementation of the overall exhibition program • Serves as chief designer in conceptualizing and implementing visionary approaches to gallery and public spaces • Develops exhibit in collaboration with curatorial staff • Manages exhibition project teams • Administers planning and management of projects, budgets and exhibition staff 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a small sized exhibitions function (consider the size of the budget and the number of exhibitions)</p>	<p>RECEIVED: Under General Direction: 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>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 HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion
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