

**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
59E	Exhibitions Management II	<p>Bachelor's degree</p> <p>Master's degree preferred</p> <p>8+ years of relevant experience</p> <p>Thorough knowledge of artistic and technical concepts, principals and techniques</p>	<ul style="list-style-type: none"> <li>• Directs, oversees, schedules, coordinates and executes all aspects of exhibitions</li> <li>• Manages all installations in accordance with the curatorial, conservation and design standards of the Museums</li> <li>• Collaborates in planning and design decisions</li> <li>• Supervises and schedules daily work assignments of department staff</li> <li>• Arranges for acquisition of graphics or exhibit structures by outside contractors, and ensures product quality</li> <li>• Develops and manages annual budget for Exhibitions department</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages a medium sized exhibitions function (consider the size of the budget and the number of exhibitions)</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction:</b> 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><b>GIVEN:</b> <b>Manages:</b> 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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