

CITY OF GREENBELT, MD

CLASS SPECIFICATION

CLASS TITLE: Museum Manager
DEPARTMENT: Recreation
REPORTS TO: Director of Recreation

SALARY GRADE: 14
FLSA STATUS: E
DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for the operations of the City's museum. The Manager ensures visitors to the museum learn about the history of Greenbelt by providing tours of the historic house, exhibits, guided tours of the community, and public programming. Work is performed under the general direction of the Recreation Director. Supervision is exercised over all division personnel.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Research and install rotating exhibits. Provide educational programming for residents and visitors to Greenbelt through a bi-monthly lecture series, guided tours, interpretive wayside panels, walking tour brochures, website and videos. Fabricate movable displays about the history of Greenbelt. Work with Education Coordinator to facilitate educational programs for children K-12.

Create policies for collections care and management. Formally document objects taken into the Museum's Collection including writing a description, numbering and entering each object into the Museum's collection software, and photographing each artifact. Maintain the Museum's historic house. Provide access to the Museum's archives and collections to researchers. Oversee crews using the historic home for documentaries.

Seek grants to support all museum programs and staffing needs. Solicit donations and gifts from individuals and businesses.

IMPORTANT JOB FUNCTIONS:

Promote the Museum and its programming through newspaper articles, cooperative advertising with other museum and history organizations, direct mailing and website. Write and layout the Museum's quarterly newsletter.

Maintain the Museum's membership database, correspond with members and donors to the museum, create annual and project budgets. Perform day-to-day financial transactions for the museum. Recruit and interview staff and volunteers. Direct and monitor Education Coordinator and interns work.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's Degree from an accredited college or university in American Studies, Museum Studies, 20th Century US History, History of American Decorative Arts, Art History or a related field; and,

Considerable progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Museum operations, Public speaking and presentation, Budget preparation and policies Planning Architecture Decorative arts History

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Communicating orally and in writing with the public, internal staff and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is light work requiring the exertion of up to 10 pounds of force frequently.

Working Conditions:

Work is performed in a museum environment with little exposure to outdoor temperatures or dirt and dust. Work is occasionally performed outdoors.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.