

## JOB DESCRIPTION



## CULTURAL ARTS/MUSEUM DIRECTOR (Exempt/Management Position)

### DEFINITION

Under general direction of the Director of Community Services, to plan, direct, and coordinate the activities and administration of the Grace Hudson Museum and the Sun House, including exhibit organization and scheduling, collections care and preservation, research, public educational programming, volunteer programming, public relations, personnel administration, and grant writing and fundraising; and to do related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to or all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Direct, coordinate, promote, implement, and evaluate the operations, activities, and programs of the Museum and Sun House. (E-M)
- Develop policies and procedures for the Museum and Sun House facilities. (E)
- Supervise, schedule, train, and evaluate regular and part-time employees and volunteers. (E-M)
- Prepare and monitor the annual Museum budget, including the development of goals and objectives, controlling expenditures, and preparing grant applications. (E)
- Direct the development and implementation of Museum outreach programs through outside conferences, the community, schools, other museums, other City departments, tourism, and the general public, by means of public relations, public access, docents and other volunteers, and events. (E-M)
- Direct fundraising projects, including research, proposal preparation, performing liaison activities with potential donors, and development of potential funding contacts. (E)
- Coordinate County-wide and local programming in collaboration with other agencies and groups to provide a broad spectrum of cultural services for diverse local and regional publics.
- Direct and coordinate general maintenance, security, and preservation of buildings and grounds, assuring the safety and security of staff and visitors.
- Ensure accurate interpretation and presentation of historical information and ethnographic data through coordination with the Museum Curator and intensive research. (M)
- Write and distribute press releases, promote activities, and respond to public inquiries.
- Function as staff liaison to Cultural Arts Advisory Board, Sun House Guild Board of Trustees, Grace Hudson Museum Endowment Fund Board of Directors, volunteer committees, and Museum store. (E-M)
- Work flexible hours.
- Perform other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- A variety of academic fields, including history, anthropology, folklore, art history, and art.
- Budget management, funding sources, and grant proposal preparation and procedures.
- Principles and practices of museum administration, including accepted museum registration and cataloging systems.

- Artifact preservation and conservation standards.
- Museum and historical site interpretive activities and programs through community participation, docent groups, tour exhibits and shows, collections, and related collection records.
- Principles, practices, and techniques of personnel management.
- Academic research methods, exhibit design and promotion, and collections management.

**Ability to:**

- Coordinate, organize, and implement museum activities and specialized events and exhibits.
- Prepare and distribute press releases and promote museum activities and programs.
- Select, train, supervise, and evaluate employees and volunteers.
- Research, compile, and prepare records and reports.
- Write and process grant proposals for various funding sources.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with diverse audiences, agencies, school officials, the media, other City departments, funders, donors, and others contacted in the course of work.
- Effectively coordinate sponsor and fundraising activities and establish cooperative working relationships with these contacts.
- Use independent judgment in decision making and complex problem solving.
- Operate computer software programs.
- Work flexible hours.

**EXPERIENCE & EDUCATION**

Any combination equivalent to education and/or experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities is to possess a Master's Degree from an accredited college or university with a major in Anthropology, History, Museum Studies, Art History, or a closely related field, and three to five years of experience in museum administration, including exposure to history, art history, ethnographic studies, and professional development opportunities.

**Necessary Special Requirement:**

Possession of a valid Class C California Driver's License.