



City of Irving Job Description

Museum Manager

FLSA Status:	EXEMPT	Job Department:	Arts & Culture
Job Code:	03131	Reports To (Job Title):	Executive Director of Arts and Culture

PURPOSE

Under administrative direction, provide conceptual leadership through specialized knowledge in the operations of three existing museums in the city of Irving and play a key role in the construction implementation of a new 15,000 sq. ft. Irving Museum and Heritage Center. For all four entities, the Museum Manager will develop policy, acquire funding, plan, organize, staff and direct activities through the staff for assigned area. Oversee professional practices such as acquisitions, deaccessioning, preservation, research interpretation, and preservation for all City of Irving Museums and the city's Archives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Under the direction of the Executive Director of Arts and Culture for the City, liaise with architects, museum planners, the museum advisory board, the arts board and other key stakeholders.
- Plan, develop organize and direct educational, historical and artistic programs and experiences for museum visitors and facility users.
- Establish policies and methods to acquire, remove, display, conserve, and safeguard permanent and on loan artworks and artifacts.
- Present local and traveling exhibitions.
- Assist in the formulation and implementation of short- and long-range strategic plans, goals, priorities and standards.
- Research and propose major initiatives to sustain and enhance appreciation of local cultural heritage.
- Plan, direct and engage in fundraising solicitations.
- Negotiate the acquisition of artworks and artifacts.
- Coordinate media relations and marketing of museum programs and services to general public.
- Research, prepare and submit grant and endowment proposals.
- Implement, coordinate and evaluate functioning of departmental organizations and facilities.
- Network with other museums, galleries and collectors to arrange for authentication, exchanges, loans, donations and purchases of artwork or artifacts.
- Represent City museums at professional conventions.
- Supervise and prepare budgetary projections for resources to meet short and long terms goals and objectives including personnel, facilities, capital improvement, programs and services.
- Prepare annual budget recommendation with justifications based on projections and analysis.
- Evaluate performance and formulate measures to improve operational and programmatic services.
- Represent the City's interest to ensure contract compliance with artists, educators, and collected and borrowed artwork and artifacts.
- Oversee, arrange and direct security, preservation, transportation and storage of collected and borrowed artwork and artifacts.

- Oversee operation and updating of collection documentation and required department record keeping such as payroll, employee files, purchase requisitions and other transactions.
- Schedule, assign and review of operational and procedural activities.
- Appraise employee performance and review evaluations by subordinates.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as liaison to other departments and outside agencies.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for museum budget preparation and monitoring average annual amount of \$350,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's degree from accredited four year college or university in subject field or field related to position.

EXPERIENCE

- Minimum of three (3) years of experience in museum management.

CERTIFICATES, LICENSES, REGISTRATIONS

- A Texas Driver's License

KNOWLEDGE OF

- Operations, services and activities of a comprehensive museum program.
- Advanced knowledge of museum and archives principles.
- Advanced knowledge in the practices of program development and administration.
- Familiarity with local and regional culture and history.
- Practices of facilities management.
- Procedures and best practices of grant writing and fundraising.
- Contract preparation and management.

- Municipal budget preparation and management.
- Supervising, training, performance evaluation and progressive discipline.
- Pertinent federal, state, and local laws, codes, and regulations including historic preservation laws and regulations.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Media Relations: Processes, techniques, and strategies for obtaining media coverage.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite, Banner, and Kronos.
- Industry Software: Computer familiarity sufficient to learn Ungerboeck and Audience View.
- Sales and Marketing: Principles and methods involved in showing, promoting, and selling services and locations.

SKILLS AND ABILITIES IN

- Program Development: Managing and directing museum programming.
- Operational Management: Administering museum goals, objectives and procedures.
- Program Assessment: Providing innovation and evaluation of new service delivery methods and techniques.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

The employee regularly engages with various staff, including division heads and directors. Additionally, s/he will regularly interact with the Museum Board and Arts Board. Externally, s/he interacts with citizens and visitors, educational representatives, professional organization representatives, and vendors, as well as the media and other community organizations on behalf of the City.

EQUIPMENT AND PROPERTY

Office machinery, including a PC, printer, copier, phone system, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, talk, and/or walk. Frequently, s/he is required to balance, carry, grasp, handle, feel, drive a vehicle, lift up to 10 pounds, sit, stand, and/or stoop. S/he occasionally is required to climb, lift up to 50 pounds, kneel, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.