

MUSEUM ADMINISTRATOR

PURPOSE AND NATURE OF WORK

Position is responsible for planning, managing, directing and promoting the functions of the Lafayette Science Museum. Supervision is exercised over museum employees and volunteers. Work is performed with independence, within prescribed guidelines, under the direction of the Arts and Culture Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, organizes and directs all activities of the museum. Confers with museum commission. Supervises museum staff and workers. Maintains active public contact via news media, and speaks to civic groups for the purpose of receiving aid in promoting the activities and programs of the museum. Participates in the preparation of the budget for the museum. Works in conjunction with other professional, educational and crafts organizations in order to obtain materials and objects for exhibits. Works with museum association on fund-raising activities such as grant proposals, proposals to local companies, etc. Directs the preparation and maintenance of required records and reports.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the principles and objectives of educational programs and of the activities included in such programs.

Considerable knowledge of arts and sciences.

Ability to deal with professional organizations and employees, and to maintain a high degree of professional working relationships with all persons concerned.

Ability to organize complex programs and see them through to completion.

Ability and willingness to accept full responsibility for the staff, workers, equipment and facilities of the museum.

Ability to establish and maintain effective working relationships with other employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's, or preferably advanced degree, in art, music, science, math, history or related field, and experience in administrative work, public contact work or museum work, including managerial experience; or any equivalent combination of training and experience.