

ASSISTANT MUSEUM DIRECTOR

DEFINITION

With little supervision assist with research, design, development, and implementation of exhibits and cultural and education programs at the County Museum; to perform special projects; to oversee and perform office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized professional museum class responsible for performing a variety of assistance at the Plumas County Museum. Responsibilities include assisting with general administration and operating of the museum, performing special projects, such as restoration, and providing office support.

REPORTS TO

Museum Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides supervision to Registrar, docents and volunteer staff.

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EXAMPLES OF DUTIES

- Assists with acquisition, identification, preservation, and presentation of historical collections.
- Constructs and installs permanent and temporary exhibits.
- Prepares copy, test, and informational statements for use in programs, exhibits, and publicity information.
- Provides work coordination and training for volunteer and other support staff.
- Prepares a variety of standard and special reports.
- Assists with locating resources and materials needed for programs and exhibits.
- Answers questions from the Public about the exhibits.
- Provides guided tours of special attractions.
- Works with donors on receiving and organizing donated items.
- Develops claim requests.
- Prepares museum correspondence and news releases.
- Assists with development and implementation of plans for displays and/or maintenance of the museum.
- Maintains a computerized collection inventory system.
- Assists with annual budget development.
- Writes grants for various projects when directed or appropriate.
- Assists with preparation of education aids adapted to the needs and interest of various groups concerned with the museum's programs.
- Assists with the security, housekeeping, and general maintenance of the Museum and grounds.
- Participates in special restoration projects, such as establishing demolition/construction contracts and supervising contractors.
- Oversees general construction work, provides a variety of general office support.
- Represents the Museum and acts for the Museum Director as delegated.
- Prepares evaluations for Museum Registrar.
- Prepares agendas and minutes for the Museum Trustee Board and the Museum Director Board.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; stoop, kneel, bend to pick up or move objects; physical ability to lift and carry objects weighing up to 50 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of hand and power tools; use of audio visual equipment; use of office equipment including copiers, telephones, calculators, copiers, and facsimile machines.

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TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; some exposure to varying temperatures; exposure to dust, steam, controlled and hazardous substances, pesticides, herbicides, gases and chemicals; working around and moving machinery parts; constant contact with staff and the public.

KNOWLEDGE OF:

- California and Plumas County History.
- County Museum policies, rules and regulations.
- Exhibit development techniques.
- Public and community relations.
- Maintenance of filing and information retrieval systems.
- Objectives, organization and administration of a museum.
- Museum cataloging and classification systems.
- Statistical record keeping.
- Personal computers and software applications relates to museum work.
- Office management and procedures.
- Purchasing methods and procedures.
- Principles of work coordination and lead supervision.
- Security of Museum and artifacts.

Ability to:

- Perform a variety of assistance with museum development and operating.
- Learn the principles and practices of historical research, restoration, and preservation of artifacts.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clean, concise and accurate records and reports.
- Make oral presentation to civic organizations, and other public entities.
- Assist with development effective multi-media and audio-visual programs.
- Develop and install display exhibits.
- Effectively represent the museum in contacts with the public, community organizations and other agencies.
- Provide training and work coordination for other staff and volunteers.
- Research and interpret artifacts.
- Plan and schedule tours for civic organizations, educational institutions, and individual public interests.

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Training and Experience:

Experience working with museum programs, general administration, development and implementation of exhibits and displays.

AND/OR

Course work in Museology, American History, Archaeology, or a closely related field.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.