

CITY OF ONTARIO

CLASS CODE 1120 GROUP 3
DEPARTMENT REVIEW _____ DATE _____
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE _____
SUPERSEDES _____

MUSEUM DIRECTOR

DEFINITION

Under general direction of Museum Board of Trustees to provide overall direction and coordination in the operation of the Ontario Museum. Work is reviewed through reports and conferences.

TYPICAL EXAMPLES OF WORK

Develop and implement goals, objectives, policies and procedures for the museum. Plan, direct, supervise and coordinate the museum and exhibit plans, including the researching and acquiring of special objects and exhibits. Direct the preparation and administration of the museum budget, control of expenditures, and grant programs. Coordinate the museum activities with other museums, other City departments, and with outside agencies. Represent the museum in the community, in relationships with other agencies, and at professional meetings as required.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

Minimum:

Graduation from an accredited college or university with a bachelor's degree in Museum Studies or related field. Two years staff experience in the operation of a museum or organization primarily concerned with historical resources such as landmarks and buildings, including their furnishings and artifacts; knowledge of principles and practices of organization, administration, budget and personnel management as it relates to museum operations.

Desirable:

Advance degree and/or management experience in a municipal museum setting with experience in funding source development and/or grants preparation and administration.