

Job Family	Museum Services	Job Summary	Involves designing, fabricating, and installing exhibitions for public education. Prepares objects for exhibition, shipping, archiving, and storage, which can include activities such as mounting, matting, framing, wrapping, packing, and transporting.
Job Function	Museum Preparation Exhibition		
Category	Supervisory & Management		

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Job Title	Exhibitions Manager 1			
Job Code	0424			
Tracking Code	A0529			
Per. Program	MSP	MSP	MSP	MSP
FLSA	Exempt	Exempt	Exempt	Exempt
Generic Scope	Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.	Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.	Oversees through subordinate managers a one or more large, complex organization departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.	Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.
Custom Scope	Responsible for the design, construction, and installation of exhibitions for a museum. Responsibilities are defined by overall objectives and involve the highest degree of complexity and knowledge of the field. Determines how to use resources to meet goals. Work is performed independently under general consultative leadership. Determines standards for educational and public program needs to ensure exhibits meet goals of visitor appeal and relevance. Evaluates, interprets and revises guidelines and practices.			
Key Resp 01	Manages the exhibits program for the museum.			
Key Resp 02	Develops and manages operating budget.			
Key Resp 03	Translates curatorial and educational exhibit ideas into permanent, temporary, or circulating exhibitions.			

Job Family	Museum Services	Job Summary	Involves designing, fabricating, and installing exhibitions for public education. Prepares objects for exhibition, shipping, archiving, and storage, which can include activities such as mounting, matting, framing, wrapping, packing, and transporting.
Job Function	Museum Preparation Exhibition		
Category	Supervisory & Management		

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Key Resp 04	Manages and directs preparators in the fabrication of components and the installation and disassembly of exhibitions.			
Key Resp 05	Ensures exhibitions meet programmatic, educational, aesthetic, and archival standards.			
Key Resp 06	Provides exhibition expertise and consultation to museum and program directors.			
Key Resp 07	Manages and administers budget, personnel, and operations of preparation / exhibition department.			
Key Resp 08	Analyzes, interprets, and revises guidelines, practices, and policies.			
Key Resp 09	May be responsible for collection storage.			
Key Resp 10				
Key Resp 11				
Key Resp 12				
Key Resp 13				
Key Resp 14				
Key Resp 15				
Education 1	Bachelor's degree in related area and / or equivalent experience / training.			
Education 2				
Education 3				
Education 4				
License 1				
License 2				
License 3				
License 4				
Cert 1				
Cert 2				
Cert 3				
Cert 4				
Spec Cond 1				
Spec Cond 2				

Job Family	Museum Services	Job Summary	Involves designing, fabricating, and installing exhibitions for public education. Prepares objects for exhibition, shipping, archiving, and storage, which can include activities such as mounting, matting, framing, wrapping, packing, and transporting.
Job Function	Museum Preparation Exhibition		
Category	Supervisory & Management		

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Spec Cond 3				
Spec Cond 4				
KSA 01	Thorough knowledge of museum exhibition design field and current trends.			
KSA 02	Knowledge of the principles of conservation, security, and environmental controls, ADA requirements for public buildings, and awareness of visitor needs.			
KSA 03	Knowledge of exhibition production and related construction work.			
KSA 04	Knowledge of budget and project management.			
KSA 05	Interpersonal skills.			
KSA 06	Skills in originality, supervision, and visualization.			
KSA 07				
KSA 08				
KSA 09				
KSA 10				
KSA 11				
KSA 12				
KSA 13				
KSA 14				
KSA 15				
Environment	Campus settings and various external venues.			
Career Path 1	Career Path open			
Career Path 2				
Career Path 3				
Career Path 4				
Career Path 5				
Career Path 6				