Program Coordinator I - Campus Outreach Coordinator

Classification

University Title Details

<table>
<thead>
<tr>
<th>University Title</th>
<th>Program Coordinator I - 1062</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade</td>
<td>33</td>
</tr>
<tr>
<td>Job Family</td>
<td>Administrative</td>
</tr>
<tr>
<td>Salary</td>
<td>Commensurate with qualifications</td>
</tr>
<tr>
<td>Base of Employment</td>
<td>P - P&amp;S</td>
</tr>
<tr>
<td>Job Category</td>
<td>Professional and Scientific</td>
</tr>
<tr>
<td>Pay Frequency</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

Required Education and Experience

Bachelor’s degree and 2 years of related experience; OR a Master’s degree; OR a combination of education and/or related experience totaling 6 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Standard Job Factors

Complexity

Work is complex and varied and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytical ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts. Requires competence in a specialized activity based on knowledge of relevant theory and principles of involved practices and precedents. Requires considerable judgment to apply factual background and fundamental principles in developing approaches and techniques for the solution of problems where policies or procedures are not clearly defined. Substantial analysis is required and may require making several decisions concerning things such as interpreting considerable information, planning work or refining methods and techniques to be used. Requires the ability to visualize end results of several multifaceted functions; involving the integrated tasks of own work and the work of others subject to check and approval; to develop and coordinate work procedures to attain results within broad guidelines; to apply established policy and practices of the occupation to the analysis and resolution of work problems independently, and to detect exceptional cases for referral.

Innovation

Requires significant creative ability; extends, elaborates and/or refines existing procedures or methods; demands for insight and ingenuity are defined by need
to create aesthetically pleasing, unique or imaginative programs, designs, media presentations, etc., as well as the need to analyze flaws or shortcomings in an existing approach and devise modifications to correct the same.

**Impact on the Institution - Scope**

Actions may affect a single department or program. Actions are generally related to regular work functions and have short-term consequences. Correction of errors is handled by managerial-level personnel.

**Impact on the Institution - Freedom of Action**

Incumbent receives limited supervision with alternating periods of relative autonomy and general review. Work is checked for progress toward completion of objectives.

**Internal Interaction**

Explain or interpret guidelines or instructions, or elicit interpretations or opinions. Moderate tact and cooperation required; communication is largely of a non-controversial nature and handled in accordance with standard practices and procedures (e.g., coordinating large complex conference arrangements).

**External Interaction - Level of Contact**

External interactions are typically with the general public, visitors and/or service representatives and vendors, students, parents, clients, alumni, sales engineers and/or product representatives.

**External Interaction - Purpose of Contact**

Explain or interpret guidelines or instructions, or elicit interpretations or opinions. Requires well developed communications skills, courtesy, and discretion. Contacts are non-routine or non-structured but not highly sensitive in nature. Involves more than the exchange of information. May give advice, guidance, and counsel others on basis of facts and issues presented. Give advice and opinion which entails interpreting information and exercising judgment in communicating ideas based on expertise in an area of knowledge, methods, or practices. Moderate tact and cooperation required; communication is largely of a non-controversial nature and handled in accordance with standard practices and procedures (e.g., coordinating large complex conference arrangements, counseling employee benefit options or discussing the advantages and disadvantages of using a specific piece of equipment for a research project; this would include demonstrating and instructing methods).

**Leadership Responsibility**

The position involves general instructing, scheduling, coordinating, overseeing and/or reviewing the work of others performing the same or directly related work as a working supervisor or lead worker. This level involves functional/indirect supervision only. As a project leader, may be responsible for a phase(s) of a single project responsible for planning and coordinating the work of others.

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**Position Details**

**Classification Selection**

<table>
<thead>
<tr>
<th>University Title</th>
<th>Program Coordinator I - 1062</th>
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<tbody>
<tr>
<td>Pay Grade</td>
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</tr>
<tr>
<td>Job Category</td>
<td>Professional and Scientific</td>
</tr>
</tbody>
</table>
Pay Frequency
Monthly

Required Education and Experience
Bachelor’s degree and 2 years of related experience; OR a Master’s degree; OR a combination of education and/or related experience totaling 6 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Employee Information
Employee First Name
Employee Last Name
University ID Number

Position Details
Position Number
Appointment Type
Professional & Scientific - Continuous
FLSA Exempt
Exempt
Exempt from P&S policies (at-will)
No
Number of Months Employed Per Year
12

Location (if other than Ames)

Working Title
Program Coordinator I - Campus Outreach Coordinator

Summary of Duties and Responsibilities
University Museums at Iowa State University is currently seeking applicants for a Campus Outreach Coordinator to develop and implement integrated visual learning programs and exhibitions. These programs and exhibitions which incorporate interdisciplinary and co-departmental collaboration among Iowa State University faculty and students within the classroom setting.

This Campus Outreach Coordinator will utilize permanent collection objects, as well as of the Art on Campus Program and Collection, Brunner Art Museum, Christian Petersen Art Museum and Farm House Museum and their resources. This position will also serve as a face and voice for the advocacy and promotion of University Museums projects, programs, and exhibitions. Further, responsibilities will include coordinating and monitoring the Art on Campus Collection; and caring for and maintaining public art throughout the Iowa State campus. Other duties include staffing and monitoring of museum facilities, events, and programs.

The successful candidate will possess strong organization skills along with the ability to organize and manage simultaneous projects. Excellent visual, written and verbal communication skills will be necessary in order to professionally communicate with university staff, students and the general public. The candidate will also demonstrate the ability to work independently, exercise sound judgment and discretion while working on projects, programs, and exhibitions.

Previous Incumbent
that must read 'Other duties as assigned – 5%.' Typically, job duties should be no more than 45%. The percent of total time must add up to 100%.

**Job Duty Label**

Integrate visual learning

**Description of Job Duty**

Develop integrated visual learning and literacy programs for ISU faculty and students.

Establish contacts with ISU departments and their faculty to develop, plan and implement instructional, curatorial and educational partnerships.

Coordinate, convey, implement and present high quality educational programs (including tours) of the University Museums.

Work with the Educator of Visual Literacy and Learning in strategic planning of visual literacy and learning program planning and implementation.

Contact ISU faculty to create new curriculum specific partnerships and integrate University Museums into classes in all Colleges.

Retain a high level of activity and visibility for the University Museums.

Develop, implement and evaluate new and innovative programs, resources and tours to further interpret exhibitions.

Work to make artists and the art process accessible to the University community through organization of classroom visits and interactions while artists are working on campus.

Introduce speakers and welcome visitors to educational programs.

Present tours primarily for college classes and secondarily for school groups and adult visitors using visual learning techniques.

Call and e-mail faculty and staff and students at ISU to ensure appropriate audiences for lectures and educational programs.

Provide positive public relations for all University Museums.

**Percent of Total Time**

30

**Job Duty Label**

Curate and coordinate exhibitions

**Description of Job Duty**

Provide two exhibitions per year that are coordinated with another department or college on campus

Conceive, evaluate and implement two exhibitions per year that collaborate with on-campus partners to produce curriculum integrated exhibitions at the Christian Petersen Art Museum or in nontraditional on-campus locations. Suggestions include partnerships with the Textiles and Clothing Museum, the College of Agriculture and Life Sciences, and the College of Engineering.

Exhibits should focus on results to further interpret the collections of the University Museums, and to maximize its use as an artistic, cultural, historic and educational resource for the University community, public and schools.

Work with faculty in the coordinating departments to develop meaningful curriculum specific interactions with the exhibitions.

Develop, secure, and manage budgets for exhibitions. Write funding proposals for exhibitions and be responsible for raising money needed to complete the
Researches, writes, designs and publishes collection and exhibition materials for varied audiences, including exhibition guides and curriculum guides.

Involves working on multiple exhibition projects in different stages of development within a five year production calendar. Sets goals, priorities, and plans.

<table>
<thead>
<tr>
<th>Percent of Total Time</th>
<th>20</th>
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<tbody>
<tr>
<td><strong>Job Duty Label</strong></td>
<td>Outreach</td>
</tr>
<tr>
<td><strong>Description of Job Duty</strong></td>
<td>Provides proactive outreach to media outlets and press contacts to promote University Museums exhibitions and programs</td>
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<tr>
<td></td>
<td>Work with the Communications Coordinator to effectively promote University Museums exhibitions and programs to the University audience and beyond.</td>
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<tr>
<td></td>
<td>Follow-up with media outlets and press contacts to encourage coverage of University Museums press releases.</td>
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<tr>
<td></td>
<td>Serve as a face and voice for all University Museums initiatives.</td>
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</table>

<table>
<thead>
<tr>
<th>Percent of Total Time</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Duty Label</strong></td>
<td>Manage care of Art on Campus collections</td>
</tr>
<tr>
<td><strong>Description of Job Duty</strong></td>
<td>Provides observation, evaluation, and manages care and maintenance, conservation for the Art on Campus Collection</td>
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<tr>
<td></td>
<td>Routinely tour Art on Campus to observe and record condition of works of art and make recommendations for care and maintenance.</td>
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<tr>
<td></td>
<td>Develop and manage a schedule for care and maintenance for Art on Campus including bronze waxing, power washing, and general dusting and cleaning.</td>
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<td></td>
<td>Identify and prioritize Art on Campus conservation projects. Create treatment proposals for Art on Campus. Complete minor conservation projects where needed and skill sets allow.</td>
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<tr>
<td></td>
<td>Consult and coordinate with off campus conservators when needed.</td>
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<tr>
<td></td>
<td>Assist when needed in organization and implementation of Art in State Buildings and Art on Campus acquisition projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of Total Time</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Duty Label</strong></td>
<td>Evaluate programs</td>
</tr>
<tr>
<td><strong>Description of Job Duty</strong></td>
<td>Provide professional evaluation of University Museums activities.</td>
</tr>
<tr>
<td></td>
<td>Evaluate University Museums’ collections and exhibitions, and current educational trends, methods, and programs suitable for museum applications.</td>
</tr>
<tr>
<td></td>
<td>Use knowledge of and the use and types of various resources to identify appropriate information sources, collect and analyze pertinent information.</td>
</tr>
<tr>
<td></td>
<td>Attend bi-weekly staff meetings, develop and administer annual program budget, develop program strategic plans with annual goals and evaluations, and assist with donor cultivation and stewardship as assigned.</td>
</tr>
</tbody>
</table>
### Percent of Total Time: 5

**Job Duty Label:** Public interaction

**Description of Job Duty:**
- Assume secondary responsibility for maintaining public hours and security for the University Museums.
- Maintain watch of visitors and objects to prevent theft or damage of exhibitions and visitors.
- Open and close museum facilities.
- Check museum spaces and exhibitions twice a day and report any changes, damage or concerns. Report water leaks, gas leaks, fires and related hazards to proper authorities. Check humidity and temperature daily.
- Operate TV, video and other equipment as necessary.
- Receive incoming calls for University Museums; and provide information to callers about University Museums.
- Clean gallery spaces daily.
- Monitor security systems. Oversee audience to prevent theft or damage to objects or prevent personal injury to visitors.
- Tour assigned area galleries at periodic intervals.
- Provide professional image while in museum (may not rest, eat complete meals or ignore visitors while on duty).
- Answer visitors’ questions about University Museums and its programs. Assist visitors, speakers and artist in the University Museums. Maintain good security procedure while helping visitors access the University Museums and its collections through education programs.
- Provide educational tours outside of open hours for all facilities and Art on campus and help provide security for receptions, programs, facility rentals, and other events on occasional nights and weekends.

### Percent of Total Time: 10

**Job Duty Label:** Exhibition installations

**Description of Job Duty:**
- Assist with exhibition installations.
- Assist with the planning, design, installation and implementation of exhibition installations.

### Percent of Total Time: 5

**Job Duty Label:** Other duties

**Description of Job Duty:** Other Duties as Assigned.

**Percent of Total Time:** 5

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### Job Factors

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Complexity
Complexity measures the variety and difficulty of the duties necessary for successful completion of work. It considers the amount of judgment and analytical thinking necessary along with the availability of policies, procedures, precedents, and standards for guiding the position’s actions. Give one to two examples of complex problems or projects included in the position.

Complexity

The individual in this position must be very detailed in their research, documentation and presentations. Accuracy is essential. Organizational skills are important in a fast paced environment. Must be flexible and willing to learn new tasks. Must be multi-task oriented with ability to manage and implement multiple programs including working on multiple exhibitions in varying stages while also coordinating educational tours and visits. Must have a passion for museums and their educational mission. Researching, planning and implementing the exhibition schedule, educational programs, and care programs. Must be able to develop, manage, and be fiscally accountable for special project budgets. This position will be expected to successfully fundraise to support curatorial, object care and conservation, and education projects administered by the position. The position will work with the Development Coordinator to identify potential project funders. The position will be required to write letters, make phone calls, and write grants to secure project funding. Must be able to communicate complex themes with clarity; an understanding of university level instruction; working with faculty and administration to meet University goals; and, working with two-four University departments on each exhibition to create integrated curriculum partnerships. Communication both orally (public speaking, classroom teaching, tours) and written (exhibit materials and publications) must be clear and concise and effectively reach a varied audience.

Innovation
Innovation measures the extent to which the job demands resourcefulness, creativity, ingenuity or inventiveness. This factor considers the degree of original thinking required to organize or develop new or improved methods, ideas, strategies, procedures or techniques.

Innovation

Must think creatively about loaned and permanent collection objects in order to successfully develop and implement innovative exhibitions and programs. Curatorially respond to ISU curriculum by expanding scholarship of permanent collection and changing objects to engage and enlighten campus. Explore new curatorial areas that support ISU curriculum with creative interactions between science, technology, and art. Innovative and critical evaluation and knowledge of museum curatorial, conservation, and education programs, museums and their traditional functions. The position must be able to absorb resources and information from the museum community and transform ideas to be specific to the needs of University Museums and Iowa State University. An element of creativity is essential in preparing and planning exhibitions and utilizing the permanent collections. Limited resources of time, funds, staff, space and storage, require ingenuity and resourcefulness. Ability to determine multiple original research resources, including teaching strategies, oral histories, books, journals, objects and periodicals. Ability to problem solve using standard and unusual procedures.

Impact on Institutional Mission
Refers to both scope and freedom of action. It measures the scope (breadth) of responsibility of the job with regard to the overall institutional mission, in addition to the freedom of action (depth), and the level of authority and responsibility. Other things to consider may be research, instructional support, programs, public relations, administration, support services, finance or asset control, student advising and development.
Scope - Positive Impact

Through a focus on on-campus collaborations, the Campus Outreach Coordinator will help the Educator of Visual Literacy and Learning in improved student learning techniques that will enable them to think critically about visual data, and improved communication skills. Through this visual learning, students will learn to look beyond the surface to understand deeper levels of meaning and gain new information through object interpretation. This position continues and enhances the University Museums focus of developing curriculum specific partnerships across campus. Position adds to the professional staff effort in terms of planning, coordinating and implementing. Because exhibits and permanent collections are one of the most highly visible programs, success results in audience satisfaction and recognition of the University Museums as a core education and artistic resource within the University community, schools and public. Will positively impact administration of University Museums office. The Campus Outreach Coordinator will enable more thorough presentation of collections, exhibitions, artists and objects on public view. Providing routine care and observation of the Art on Campus Collection will assist the collection manager and chief curator.

Scope - Negative Impact

Negative consequences include the potential loss of credibility among ISU faculty and loss of donor relationships and credibility. There is the potential for loss of permanent collection objects through mishandling. Inability to raise funds and manage fiscal accounts can result in accrual of negative fund balances – potentially $20,000. Important judgments are made daily that impact the University Museums and University’s public image with community leaders, artists, faculty, communities’ teachers, the public, and conference attendees. Position speaks to these audiences, and must be professional, ethical and have a good sense of judgment. Tact and diplomacy are essential. Volunteers must be dealt with in a positive fashion. The University Museums rely on donations, grants, and gifts for a portion of the operating budget, and lack of good job knowledge and sound judgment would have negative consequences. Prolonged interruption or delay of exhibitions and education programs due to inadequate experience would lead to loss of working relationships with developed campus audiences.

Scope - Monetary/Quantitative Impact

The Campus Outreach Coordinator will be balancing up to five years of exhibition planning at any given time, with the expectation of implementing two exhibitions per year. Annually, the Campus Outreach Coordinator will be responsible for about 2 exhibitions; 1-2 student employees or interns; exhibition budgets ranging from $5,000 to $20,000; contacting 150 ISU faculty; and access to millions of dollars of loaned and permanent collections. The Campus Outreach Coordinator will recommend conservation projects for the Art on Campus Collection that will have a varying budget from $5,000 to $250,000 depending on the year and scale of the project.

Freedom of Action - Supervisor Guidance

University Museums staff meetings – weekly. Reporting, prioritizing and program evaluation meetings with director/chief curator (biweekly, as needed) and educator of visual literacy and learning (weekly, as needed). Performance Evaluation – annually.

Freedom of Action - Policies and Procedures

The Campus Outreach Coordinator adheres to all museum and departmental policies and procedures, and annually recommends new or revised museum policies and procedures. The Outreach Coordinator reports jointly to the University Museums’ director/chief curator and Educator of Visual Literacy and Learning and is responsible for using sound judgment as to when issues need to be brought to their attention. Assigned accounts and budgets are the responsibility of and managed by the Outreach Coordinator with assistance from the museum accountant.
Internal Interactions

Appraises the responsibility for working with or through others within the University community, including students, staff, and faculty on a regular, recurring, and essential basis for operations. This section does not include contacts within the position's immediate work area/unit.

Internal Interactions

The position will communicate weekly with faculty to develop curriculum integration projects utilizing the University Museums resources. The position will regularly communicate with P&S staff to plan, coordinate, and implement projects and exhibitions.

External Interactions

Measures the responsibility for working with or through others outside the University to perform the duties of this position. Consider the nature and level of contact encountered on a regular, recurring, and essential basis.

External Interactions

The position will have daily communication with outside visitors to campus during tours or visits to any of the University Museums facilities. Additionally, the position will communicate weekly/monthly with current and prospective donors for museum exhibitions and education programs fundraising. The position will have daily or weekly interactions with members of the press when promoting University Museums programs and exhibits. The position will have monthly interactions with other museum and conservation professionals when discussing care and maintenance of the Art on Campus Collection.

Leadership

Leadership responsibility appraises the responsibility of the organization, selection, assignment, guidance and review of other staff. It also addresses leading project responsibilities.

Direct Supervision

DIRECT SUPERVISION P&S 0 Merit 0 Students 1-3

Indirect Supervision

INDIRECT SUPERVISION P&S 0 Merit 0 Students 2-3

Other Types of Leadership

Essential Physical Functions

Physical Demand Factors

Definitions for the physical demand factors:

Sedentary definition: Exerting up to 10 lb of force occasionally and/or a negligible amount of force frequently to lift, carry, pull or otherwise move objects, including the human body.

Light definition: Exerting up to 20 lb of force occasionally, and/or up to 10 lb of force frequently, and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary work.

Medium definition: Exerting 20 to 50 lb of force occasionally, and/or 10 to 25 lb of force frequently, and/or greater than negligible up to 10 lb of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

Heavy definition: Exerting 50 to 100 lb of force occasionally, and/or 25 to 50 lb of force frequently, and/or 10 to 20 lb of force constantly to move objects. Physical demand requirements are in excess of those for Medium work.

Very Heavy definition: Exerting in excess of 100 lb of force occasionally, and/or in excess of 50 lb of force frequently, and/or in excess of 20 lb of force constantly to move objects. Physical demand requirements are in excess of those for

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heavy work.

<table>
<thead>
<tr>
<th>Physical Demands Frequency</th>
<th>Lift</th>
<th>Heavy</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Push (quantity)</td>
<td>Heavy</td>
</tr>
<tr>
<td></td>
<td>Pull (quantity)</td>
<td>Heavy</td>
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</tbody>
</table>

**Physical Demands Frequency**
Please review the following physical demand factors and identify the level of frequency each factor requires for this position. Please refer to the following definitions if needed.

- **Occasionally**: activity or condition exists up to 1/3 of the time
- **Frequently**: activity or condition exists from 1/3 to 2/3 of the time
- **Constantly**: activity or condition exists 2/3 or more of the time

<table>
<thead>
<tr>
<th>Action</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kneel</td>
<td>Constantly</td>
</tr>
<tr>
<td>Crouch</td>
<td>Frequently</td>
</tr>
<tr>
<td>Crawl</td>
<td>Frequently</td>
</tr>
<tr>
<td>Climb</td>
<td>Constantly</td>
</tr>
<tr>
<td>Sit</td>
<td>Frequently</td>
</tr>
<tr>
<td>Stand</td>
<td>Frequently</td>
</tr>
<tr>
<td>Walk</td>
<td>Constantly</td>
</tr>
<tr>
<td>Carry</td>
<td>Constantly</td>
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<tr>
<td>Push (frequency)</td>
<td>Frequently</td>
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<tr>
<td>Pull (frequency)</td>
<td>Frequently</td>
</tr>
<tr>
<td>Bend</td>
<td>Frequently</td>
</tr>
<tr>
<td>Balance</td>
<td>Constantly</td>
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<tr>
<td>Reach</td>
<td>Constantly</td>
</tr>
<tr>
<td>Handle/Grasp</td>
<td>Constantly</td>
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<tr>
<td>Finger</td>
<td>Constantly</td>
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<tr>
<td>Repetitive Motion</td>
<td>Frequently</td>
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<tr>
<td>Speak</td>
<td>Frequently</td>
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<tr>
<td>Hear</td>
<td>Constantly</td>
</tr>
<tr>
<td>See</td>
<td>Constantly</td>
</tr>
</tbody>
</table>

**Additional Physical Demands**

- Requires visual clarity greater than 20 feet: Yes
- Requires visual clarity less than 20 feet: Yes
Requires ability to distinguish color  Yes

Subject to extreme cold: Yes
temperatures may be below 32 degrees for more than 1 hour at a time. Consideration should be given to the effect of other environmental conditions such as wind or humidity.

Subject to extreme heat: Yes
temperatures may be above 100 degrees for more than one hour at a time. Consideration should be given to the effect of other environmental conditions such as wind or humidity.

Subject to atmospheric conditions: Yes
One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

Subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Exposure to vibrating movements to the extremities or entire body.

Works with or in proximity to dangerous and/or moving machinery.

Works in dark or confined spaces.

Works in areas where slip hazards exist (ex. Wet floors).

Describe additional working conditions of the job not indicated above. You may list specific safety equipment an employee will be required to use. Is there anything about location, physical requirements, or job activity which may be hazardous to you or your clothing? If so, specify.

Computer and keyboard dexterity is required. Speed/timing and precision of movements is important when handling collection objects and works of art. Close vision attention is essential when working with objects, addressing issues, preparing exhibition materials, and maintaining security. Ability to move furniture, gallery furniture, exhibition crates and supplies of 75-100 pounds is required. Must be able to climb ladders during exhibit installations. Must be able to lift 50 pounds or more when installing exhibits. Walking to lead tours is required. Need endurance and ability to spend extended hours walking and standing during installations and public programs. Must have physical strength and dexterity to assist senior, physically challenged and young visitors.

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Qualifications

Qualifications
Supplemental Required Education and Experience

Preferred Education and Experience

Master's degree

Experience delivering literacy and learning programs.

Object conservation experience.

Curatorial experience.

Member and/or fellow of American Institute for Conservation.

What other knowledge, skills, or abilities are required in order to carry out the duties of this position?

Bachelor of Art Major course work in art, art history, museum studies, art education, plus demonstrated knowledge of museum education, conservation, and/or curatorial practices.

Knowledge of current visual literacy and learning methodologies and techniques and other museum education practices.

Needs knowledge of generally accepted practices in professional museum management.

Needs knowledge of research methods and practices. Computer literacy essential.

Must be proficient in word processing, museum data bases, imaging software, and basic knowledge of design principles.

Ability to write and speak clearly and concisely using appropriate terminology and format to effectively communicate with a wide range of audiences. Public speaking experience is required.

Experience in grant and proposal writing, and budget management.

Must be knowledgeable in conservation, restoration practices from treatment proposals and implementation of object conservation.

Must be knowledgeable in effective teaching strategies and the components of visual learning.

A demonstrated skill in primary object and exhibition research. Knowledge of literature, current publications and activities, and the various resources relevant to the University Museums' permanent collections and/or museum exhibition interests and programs which are available for research, publication and exhibit.

Knowledge of how to utilize resources commonly associated with research and/or museum educational programming.

Ability to write and speak clearly and concisely using appropriate terminology and format to effectively communicate with a wide range of audiences. Knowledge of grant-writing, and budget management skills and experience.

Ability to establish and maintain effective working relationships with university and museum members, special interest groups or audiences, and the public.

Ability to communicate complex ideas and facts with clarity to groups and individuals.

Ability to make quality visual assessments of objects. Project management skills with a focus on a high level of initiative and being proactive with excellent problem solving skills.
Does this position require a valid driver’s license in order to perform the essential duties of this position? Yes

If yes, provide rationale AND add required license in the section below.

Need to move people and collections on campus and nationally.

Required Licensure(s)/Certification(s)
This section lists required licensure(s), and certification(s).

Drivers license

Required Credentialing agency name

Required Credentialing agency website/contact information

Preferred Licensure(s)/Certification(s)
This section lists preferred licensure(s), and certification(s).

Verification

Employee Verification

Supervisor Verification

Department Chair/Director Verification

Dean/AVP Verification

President/Senior VP

Supervisor

Supervisor Position Description

Job Title

Position Number

Org Unit

First Name

Last Name

Email