

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant Director of Art Museum</u>
Sch & Grade	<u>PAT-11</u>
Class Code	<u>AB05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not-Eligible</u>
Occupational Group	<u>Art</u>

PRIMARY PURPOSE:

Assists and participates in the administration, operations and technical functions of the Art Museum. Performs responsible administrative office duties for the department as well as routine office management functions.

SUPERVISION:

Under the general supervision of the Director of the Art Museum; supervises security, custodial and administrative staff as well as assisting professional staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists in the operation of the Springfield Art museum, carrying out the policies and programs as determined by the Springfield Art Museum Board and Art Museum Director.
2. Attends Board meetings and other meeting as directed by Art Museum Director.
3. Ensures the operations and administration of the Museum are in compliance with City policies, City ordinances, and local, State and Federal regulations.
4. Supervises assigned staff including completing performance evaluations, participating in and making recommendations regarding hiring decisions, recommending and implementing necessary disciplinary action and provides appropriate training and development for employees.
5. Prepares grant applications for funds from various sources.
6. Oversees routine office management functions including handling administrative details and making decisions in the absence of established guidelines or specific direction.
7. Oversees and provides direction regarding departmental budget planning and implementation.
8. Advises the Director regarding department wide programs, projects and activities including making recommendations, formulating and implementing policy.
9. Coordinates the compiling, calculating, monitoring and maintaining department budgets, expenditures, and other financial records including completing assigned paperwork.
10. Oversees a variety of paperwork such as purchase orders, requisitions, invoices for payment, and travel expenses.
11. Serves as acting Director in the absence of the Art Museum Director.
12. Utilizes computer software applications.
13. Assists Museum Director in development and implementation of fundraising and development plans and marketing and visibility campaigns.
14. Assists Museum Director in facilities management including major building projects.
15. Oversees facility use including facility rentals and special events.

IMPORTANT FUNCTIONS:

1. Attends workshops, seminars, conferences, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of Art Museum policies and procedures; applicable regulations related to the Art Museum operations; quality management techniques; modern leadership, motivation, administration and management techniques ; general knowledge of budget development as well as routine office management function.

Abilities

Utilize sound, independent judgment and make responsible decisions and recommendations; effectively implements city and department policies, works independently with little or no supervision; supervise and develop staff members; effectively manage assigned operational areas of the Museum; establish and maintain good working relations with Art Museum Board, assigned staff and the general public; prepare and present clear and comprehensive written reports and grant proposals; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public including vendors, donors and board members; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

BA in Art History, Museum Studies, Arts Administration, Studio Art, or related degree, plus at least three years of progressively responsible experience in an art museum, art center or other art-related organization and at least two years in a supervisory capacity required. MA or MFA preferred.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to overhead; push and pull up to 25 pounds; hold and grip objects, ability to operate a computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office/museum environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Flexible schedule to attend evening and weekend meeting and events.

Last Revision:	March 18, 2013	GENERAL ORDINANCE NO. 5055
Comments:	Updated Essential Functions and Education	Date: March 5, 2001

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____