COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – APPLETON MUSEUM OF ART
PAY GRADE: A-17
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and management for the Appleton Museum of Art; coordinate an effective development program for the museum.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Masters Degree in applicable field is required, doctorate preferred.

2. Years of experience in field: Three years of cultural agency experience required; experience managing a museum preferred.

3. Special skills or abilities related to field: Excellent communication skills, both oral and written. Strong organization and management skills. Problem solving skills. Strong knowledge of fundraising techniques. Broad knowledge of art field and museum practices and standards. Ability to effectively network for organization, interact effectively with community, members, sponsors, and artists. Adaptable to change.

ESSENTIAL JOB FUNCTIONS:

1. Articulate and promote the mission of the museum.
2. Manage museum operations and staff.
3. Work collaboratively with college administration to ensure compliance with college policies and procedures.
4. Work with Advisory Council to help guide the museum.
5. Develop and maintain annual budget.
6. Act as the media spokesperson, as assigned, for the museum; coordinate marketing and public relations with college’s marketing and public relations office.

Revised 5-4-12
Revised 4/19/10
Revised 6-3-08
Revised 5-1-07
Revised 5-8-06
Revised 5-6-05
ESSENTIAL JOB FUNCTIONS: (continued)

7. Conduct strategic planning and coordinate development of vision for future programs and funding.
8. Seek and receive funding through grants and gift-giving/ fundraising activities and coordinate all development activity with the CF Foundation.
9. Work with staff to develop schedule of exhibit/program offerings.
10. Develop appropriate policies and procedures to assure the integrity of the collections.
11. Maintain museum standards appropriate for accreditation by the American Association of Museums.
12. Recruit and evaluate assigned personnel.
13. Work with assigned college staff to provide a coordinated program of cultural programs.
14. Oversee an education program for all educational levels and coordinate museum educational opportunities with other educational entities.
15. Represent museum at various meetings/both internally and externally.
16. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Senior Vice President.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works in an indoor environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Vice President for Institutional Advancement

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