

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR, APPLETON MUSEUM OF ART

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Participates in all aspects of day-to-day management, administration, operations, and technical functions of the museum, and in the director's absence, assumes the duties of the director.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in museum studies, arts administration, business administration, or related field required; master's preferred. Demonstrated knowledge of museum policies, procedures, and applicable regulations related to museum operations; knowledge of budget development as well as routine office management functions.
2. Years of experience in the field: Six years' responsible experience in arts management in an art museum or other art-related position with at least four years in a supervisory capacity required.

Special skills or abilities related to the position: Utilize sound, independent judgment and make responsible decisions and recommendations; work independently with little or no supervision; effectively manage assigned operational areas of the museum; must have a working knowledge of Excel, WordPress, or similar web designing software, and knowledge of Adobe Creative Suite is desired; prepare and present clear and comprehensive written reports and oral presentations; excellent verbal and written communication skills; excellent customer service skills. Creative thinker and consensus builder with strong faculty for big-picture planning as well as execution of day-to-day details. Strong work ethic and organizational skills. Demonstrated knowledge of all aspects of museum operations including, but not limited to, curatorial, education, development, public relations, visitor services, facilities, administration, and budget management.

ESSENTIAL JOB FUNCTIONS:

1. Participate directly in the work of the director to assist with all aspects of the operation of the Appleton Museum of Art, ensuring adherence to museum standards and policies in the implementation of programs and services.
2. Create museum-wide programs and activities including making recommendations and formulating and implementing policy.
3. Work with Director to develop and manage the goals set forth by the Strategic Plan.
4. Work with Director on department-wide budget planning and ongoing budget review.
5. Ensure seamless operations of the education department, including providing leadership for the education budget, education programs, and scheduling, hiring, and meeting goals set for by the Strategic Plan.
6. Ensure seamless operations of the membership department, including providing leadership for building membership, implementing programs of enhanced member benefits and services, and meeting goals set forth by the Strategic Plan.
7. Ensure the seamless operations of Visitor Services and the Appleton Store, including supervising the Visitor Services manager, providing leadership for the Visitor Services and Store budgets, implementing best practices for the profitability of the Appleton Store, and meeting goals set forth by the Strategic Plan.
8. Ensure the seamless operations of Facility Rentals and Special Events, including providing leadership for department budgets, event scheduling, and contract review.
9. Develop and implement the museum's marketing and public relations.
10. Research, write and manage grants and sponsorships.
11. Make presentations to selected groups about the museum and its programs.
12. Serve as acting director in the absence of the director.
13. Be prepared to change tasks or handle situations that the director thinks are appropriate for this position and/or are necessary for the proper functioning of the museum.
14. May be required to work a flexible schedule - late afternoons, evenings, or weekends.
15. 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 Vice President of Administration and Finance.

(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)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).

PHYSICAL DEMANDS (continued):

- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

WORK ENVIRONMENT:

- Works in an office environment

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

PRIMARY LOCATION OF JOB: APPLETON MUSEUM OF ART

SUPERVISOR OF POSITION: DIRECTOR OF APPLETON MUSEUM OF ART