

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: MUSEUM SPECIALIST - AMA

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Perform specialized museum administration and technical support work in a wide variety of museum operations in support of the office of the Assistant Director, Appleton Museum. The position requires the ability to interact with donors, business leaders, volunteers, and senior administrators to respond to inquiries and facilitate issues related to the day-to-day operations of an accredited museum. Includes all routine clerical work related to the efficient management of an administrative office.

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 business administration, museum studies, or related field required.
2. Years of experience in the field: One year of experience working in arts administration, marketing, or a related field.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of office practices and procedures. Knowledge of the overall functions and operations of an art museum or cultural organization. Ability to establish and maintain effective working relationships with outside agencies, college administrators, employees, artists, students, donors, volunteers, and the general public. Ability to maintain complex records, checks for accuracy, and follow up. Ability to handle multiple priorities and confidential assignments, and organize work. Proficiency in the use of a computer to enter, retrieve, and manipulate data including word processing, spreadsheets, database, and data input. Ability to prepare documents and compose letters and memoranda. Ability to relieve the schedule of the supervisor. Has the ability to make sound judgments and good decision-making skills. Exceptional written and oral communication skills. Proficiency in the use of major social media platforms.

ESSENTIAL JOB FUNCTIONS:

1. Participate directly in the work of the museum assistant director such as marketing, securing details of specialized information, assisting in research, and providing information regarding the services and operation of the unit.
2. Support the assistant director in maintaining and planning calendars as it relates to exhibits and programs.
3. Support special projects for curatorial and education departments as assigned by the assistant director, including but not limited to data entry.
4. Maintain the Appleton mobile application, including researching content, sourcing images, coordinating audio and video needs, and technical support.
5. Support research and write content for brochures, press releases, and other public relations functions as assigned.
6. Set up and maintain specialized office files.
7. Retrieve data and assemble information for the supervisor's use.
8. Conduct a statistical comparison of information for supervisor use.
9. May be required to work a flexible schedule including late afternoons, evenings, or on weekends.
10. Other duties as assigned.

(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).
- Ability to clearly communicate both orally and in writing on a telephone and 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.

ENVIRONMENTAL CONDITIONS:

- Works inside 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:

ASSISTANT DIRECTOR OF THE APPLETON MUSEUM OF ART