

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 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. Four years or more working in an administrative support role may be substituted for the degree required.
2. Years of experience in the field: Three years' secretarial/clerical and computer experience required.
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.

ESSENTIAL JOB FUNCTIONS:

1. Participate directly in the work of the museum director such as interviewing visitors, securing details of specialized information, assisting in office research, and providing information regarding the services and operation of the unit.
2. Assist in the preparation, maintenance, and monitoring of the museum's budget, including cash deposits, periodic reports, etc.
3. Support special projects for curatorial and education departments as assigned by the director.
4. Support research and write content for brochures, press releases, and other public relations functions as assigned.
5. Perform routine clerical duties including maintaining the supervisor's appointment calendar, coordinating meetings and minutes, handling or referring callers as appropriate, drafting correspondence, opening, prioritizing, and processing mail, etc.
6. Set up and maintain specialized office files.
7. Compose, type, proof, and/or process letters, publications, papers, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders, proposals, contracts, surveys, and related paperwork.
8. Enter data into a computer containing specialized technical terminology or other information. Use a computer, data entry equipment, or word processor to input data regarding museum collection, donors and analytics, or other related information.
9. Retrieve data and assemble information for the supervisor's use.
10. Conduct statistical comparison of information for a supervisor's use.
11. Ensure efficient processing of office staff payroll certification.
12. Maintain supply inventory and records. Assist with the office inventory of equipment.
13. Coordinate travel arrangements for the director; prepare appropriate forms and arrange for reimbursements.
14. May be required to work a flexible schedule—late afternoons or evenings, or on weekends.
15. 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 on a computer for extended periods.

PHYSICAL DEMANDS (continued):

- 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:       DIRECTOR OF APPLETON MUSEUM OF ART