MUSEUM COORDINATOR

Department:	**City Manager's Office**	**Classification/Grade:**	10
Division:	Museum	**FLSA Status:**	Non-Exempt (35hrs/week)
Reports to:	City Liaison Officer	**Safety Sensitive:**	No
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under supervision, performs a variety of work in coordinating the day-to-day operation of the Virgin Valley Heritage Museum. Responsible for interpreting the local history, providing information to the public, assisting in research, organize and inventory of the artifacts, maintaining a Museum presence online and leading tours of the Museum.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Supervise day-to-day operations of the museum, including, but not limited to: open and close facility; oversee sales, maintain inventory, assist with ordering and pricing of merchandise, reconcile cash drawer and donation box, and other logistical details.
3. Provide information concerning the activities of the Museum to organizations, groups, and the general public.
4. Clean and maintain exhibits, displays, materials and facility.
5. Collect, arrange, display, record and/or store historical artifacts, manuscripts, art work, photographs, flora, fauna, and other related items.
6. Create press release and flyers about various activities, and distribute them using various media channels
7. Maintain an active and engaging Museum presence online (website, social media, etc.)
8. Recruit, train, supervise and schedule part-time employees and volunteers.
9. Supervise scheduling, programming (including special events), and group tours.
10. Develop programs and lectures for audiences of various age groups.
11. Conduct research on relevant data, reports, and historical source documents.
12. Assist in preparing budget.
13. Maintain visitor statistics.
14. Catalog all collections; use collections management software for inventory.
15. Be dependable and meet acceptable attendance requirements at all times.
16. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Principles of organization, administration techniques and museum management.
- Research techniques.
- Artifacts and exhibits associated with museum.
- Modern office methods and procedures.
- Planning, survey and preservation techniques.
- Be proficient in cash handling skills.
- Perform multi-tasks.
- Type at a speed necessary for successful job performance.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of City officials.
- Be dependable and punctual.
- Be honest and accountable.
- Be proficient in computer skills to include the following applications, Excel, Word, and Access.
- Website management and social media.

Ability to:

- Supervise and organize a number of programs within a museum.
- Supervise and oversee assigned facility, display and artifact maintenance and upkeep requirements relating to the museum.
- Use creativity and create physical and virtual displays and exhibits with historic material, artifacts and multimedia.
- Represent the agency and interact diplomatically with state and federal agencies, professionals and the general public.
- Leverage new technologies to grow public knowledge and utilization of the Museum and its resources.
- Follow written and oral instructions.
- Carry out collections management tasks, including care and inventory.
- Work with vendors and deal courteously with the general public.
- Prepare effective correspondence and reports.
- Conduct research work, and present proposals and reports in a clear and effective manner.
- Train and supervise part time employee and volunteers.
- Receive and account for cash.
- Work flexible schedule that includes Saturdays and some evenings.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. College graduate with a degree specialization in history, museum studies or related field is preferred.

Experience: Two years of experience in administrative work, supervision or management. **Preferred** experience in a historical agency, museum, or a similar organization or institution, including responsibility for exhibit preparation, public relations, marketing and research.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is required due to constant walking, standing, sitting, climbing, bending, stopping, twisting and reaching. Must be able to handle stressful situations and be able to carry/lift/push or pull loads of up to 50lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002 ~ October 2009
July 2011 (Department & Reports to)
August 2013 (updates)