



City of Tempe

MUSEUM MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	439	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Museum Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Deputy Community Services Director – Library and Cultural Services or from the Community Services Director.

Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in museums including two years of administrative and supervisory responsibility.
<i>Education:</i>	Master’s degree from an accredited college or university with major course work in museum administration, anthropology, history or a degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To lead, plan, direct and review the activities and operations of the Tempe History Museum; to coordinate activities with other groups within in the Library and Cultural Services division and other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Deputy Community Services Director – Library and Cultural Services.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop, plan, implement, and administer the Museum operations, exhibits, activities, projects and programs; monitor workflow; recommend, develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Oversee facility maintenance.
- Oversee and manage the operation and maintenance of the Petersen House Museum and maintenance and lease of the Elias-Rodriguez House.
- Coordinate and partner Museum activities and programs with those of other Division entities and other departments as well as outside agencies and organizations, including Tempe Historical Society.
- Develop and implement ongoing strategic long-range plans to meet national museum standards; ensure that all museum operations adhere to the American Alliance of Museums national museum standards.
- Coordinate development, implementation and updates of a museum technology plan
- Prepare the Museum budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary actions; recommend employee terminations.
- Recruit, train, motivate and recognize volunteers
- Oversee the curation, management and preservation of the museum's artifact collections and other resources donated by other City departments as well as outside entities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Act as co-liaison to the Tempe Library and History Museum Advisory Board appointed by City Council.
- Serve as an ad-hoc member of the Tempe Historic Preservation Commission per City ordinance.
- Write grant proposals; administer grants.
- Coordinate special programs for the Museum, including fundraising and community outreach programs.
- Coordinate community room rentals and manage the Museum store, providing oversight and reporting of all cash handling procedures.
- Conduct research pertinent to the Museum collection.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;

- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised January 1999

Revised December 2010 (title change)

Revised June 2014 (Essential functions; minimum qualifications)