

CLASSIFICATION SPECIFICATION

Museum/Historic Site Supervisor

FT/PT Class Code: 5133, 5633 Pay Grade: B/C 11 FLSA: Non-Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent is responsible for supervising the operations of the Treasures of the Sea Museum at the Owens Campus, including safeguarding the museum collection and managing the gift shop operations. In addition, an incumbent will conduct tours and presentations to museum patrons which include elementary school-aged children.

NATURE AND SCOPE:

An incumbent in this class reports to an administrative supervisor and is responsible for overseeing and maintaining the daily operations of the museum and gift shop. Principal contacts are with the education community and visitors to coordinate and schedule tours, meetings, special events and to resolve operational issues.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Oversees museum and safeguards the museum collection. Conducts individual and group tours and presentations of the Treasures of the Sea Museum. Assesses visitor level of knowledge and interests prior to and during tours and makes adjustments to tailor subject matter to the audience, which often includes elementary school-aged children.
2. Oversees gift shop operations, including purchasing, receiving, pricing, displays, inventory, etc.
3. Plans, assigns, reviews and evaluates the work of subordinate personnel; interviews job applicants and recommends hiring.
4. Conducts museum related activities such as preparing and conducting presentations, press releases, proposing draft designs for promotional and marketing materials and updates website information regarding the museum.
5. Performs a variety of support functions such as maintaining surveillance of visitors/buildings/contents for security purposes and prepares records of visitation, sales, donations, and inventory. Maintains financial records, makes deposits, and prepares reports.
6. Performs maintenance duties such as sweeping, cleaning, maintaining the fish and exhibit tank, fixing tank leaks, etc.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of supervisory and customer service principles, practices and techniques.
- ◇ Knowledge of managing museum/historic site operations and functions.
- ◇ Knowledge of the exhibit rules, regulations, policies and procedures.
- ◇ Knowledge of the exhibit history and artifacts to perform group and individual tours.
- ◇ Knowledge of the principles and practices of retail sales and the associate display, marketing and purchasing.
- ◇ Knowledge of basic accounting and financial software, e.g. QuickBooks.
- ◇ Knowledge of word processing, spreadsheet, and database software.
- ◇ Skill in oral and written communications and interpersonal skills.
- ◇ Ability to present information clearly and concisely.
- ◇ Ability to organize, coordinate and direct groups, tenants, contractors as well as handling simultaneous multiple projects and functions.
- ◇ Ability to control groups and resolve problems.
- ◇ Ability to conduct specific historical research.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and two (2) years or relevant experience; or other equivalent combination of education and experience.