

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Director of Art Museum</u>
Sch & Grade	<u>DHS-14</u>
Class Code	<u>AA08</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Dept Head</u>

PRIMARY PURPOSE:

Provide leadership in the management of a dynamic organization. Directs and participates in fundraising, major gifts, marketing, strategic envisioning, collection development, general management, financial management and the volunteer/board relations of the Springfield Art Museum.

SUPERVISION:

Under the general supervision and direction of the Art Museum Board; supervises Art Museum staff directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Cultivates relationships with major stakeholders for the purposes of fundraising for special projects, operations and development of Museum collection.
2. Plans, coordinates, and directs the operation of the Springfield Art Museum which includes carrying out the policies and programs as determined by the Springfield Art Museum Board; oversees Museum operations including the collection, exhibits, maintenance and educational outreach, consults and advises on objects of art brought to the Museum for analysis; and researches possible Museum purchases.
3. Oversees creative traditional media, print media and social media campaigns designed to drive traffic to the museum. Incorporates traditional and untraditional media for the growth of the museum.
4. Collaborates with community partners to enhance the arts in the Springfield community; develops relationships with community organizations and staff to communicate the museum's vision.
5. Oversees the Art Museum budget including planning, preparing, monitoring and administering; recommends opportunities to grow and develop new revenue streams for the museum.
6. Performs a variety of public relations activities; coordinates communication both internal and external concerning all aspects of the Art Museum, works closely with support groups, works with City Administration and other governmental and non governmental agencies, encourages and works with potential donors, and works with others in the community to increase citizens' appreciation of the arts, often by giving lectures to various citizen groups.
7. Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner.
8. Ensures the operations and administration of the Museum are in compliance with City policies, City ordinances, and local, State and Federal regulations.
9. Serves as principal advisor to the Art Museum Board, City Manager, Assistant City Manager, and other City officials, as well as other departments regarding art museum issues and projects.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.
2. Attends Board meetings as Director and Administrator of the Museum.
3. Utilizes computer applications for word processing, internet and electronic mail.
4. Prepares annual report and other special reports as prescribed by the Board.
5. Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of art and art history; museum management theory; fundraising principles and techniques; public relations; art techniques and media; exhibition design and installation; artwork conservation and preservation; art work matting and framing; museum publications research, design and layout; modern management principles and techniques.

Abilities

Effectively lead and manage the Art Museum; cultivate donations for collection; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; demonstrate creative leadership skills dealing with museum support groups; effectively supervise and develop department personnel; regularly attend evening and weekend meetings and/or engagements; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including Art Museum Board, City Council, city management, community leaders, other department staff, government agencies, and the general public; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform the essential functions of the job without posing a direct threat to the health and safety of others. Performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Art, Art History, or Museum Studies with an art emphasis, and a minimum of four years progressive, professional experience in an art museum including at least two years in a management capacity. A Master's Degree in a related field, such as Art, Art History, or Museum Studies is required.

Physical Requirements

Pushes, pulls or lifts objects up to 50 pounds, may stand for long periods,

Working Environment

Primarily indoors with heating and cooling regulated in an office and museum environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within 6 months of employment and maintain City residency throughout appointment.

Last Revision: January 2012	GENERAL ORDINANCE NO. 3308
Comments: Updated Essential Functions, Abilities & Educ. Requirements	Date: May 17, 1987

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____