

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2005
RANGE: CM 20.50
MUSEUM SERIES
CLASSIFIED MANAGEMENT
CODE: 2**

ASSISTANT DIRECTOR, MUSEUM SERVICES

DEFINITION

Under direction of the Museum Director and Assistant Superintendent, Educational Services, to supervise the Education and Volunteer Services Manager, Collections Manager/Curator, and all programming staff.

Supervises a portion of the duties of the Marketing and Promotions Manager and Visitor Services Manager;

supervises collections management, interpretation, education and research as they relate to the mission of the museum;

supervises the acquisition, registration, and conservation of museum artifacts;

directs and coordinates activities of workers engaged in acquiring, cataloging, exhibiting, and educating the public about the art, artifacts, and other items of lasting value within the collections;

may perform all administrative duties in absence of Museum Director;

serve as *ex officio* board member of the Kern County Museum Foundation;

and to do related work as required.

EXAMPLES OF DUTIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;

plans, assigns and directs work;

appraises performance;

supervises the handling, monitoring, care and storage of artifacts;

directs activities concerned with public instruction, exhibitions, collections development and safekeeping, research, and public service objectives of institution; consulting with Museum Director and other staff as necessary;

assists in formulating and interpreting administrative policies of institution;

formulates plans for special research projects and supervises research activities, including exhibition preparation, books and pamphlets;

supervises curatorial, technical, and research staff;

oversees preparation of catalogues, articles and promotional publications related to exhibits and to the museum's collection;

represents institution at scientific or association conferences, and solicits support for institution;

participates in preparation and writing of grants to secure funding related to institution collections;

supervises public access to museum collections;

writes articles for publication in journals and other periodicals;

oversees all aspects of educational programming to include administration of the museum's interpretive plan;

ensures that school tours are properly booked and serviced, and that each tour offered enhances learning in accordance with the State mandated curriculum framework;

supervises docent and interpreter training;

supervises all aspects of collections management to include documentation, inventory, cleaning, research, and public access to collections and uses of collections;

supervises the maintenance of records for volunteer hours and maintenance of the Volunteer Database;

oversees the recruitment of volunteers for new projects or established needs;

makes public presentations about the Kern County Museum, the history of Kern County, or the museum collections;

serves as museum media representative for programmatic or curatorial issues;

serves as museum representative on a variety of community boards;

supervises museum programs, including general and specific museum events.

QUALIFICATIONS

Knowledge of:

Contemporary methods of conservation and preservation of artifacts;

accessioning, registration, storage, handling, and general care of artifacts;

research methods;

exhibit design;

word processing programs such as Microsoft Word, WordPerfect;

spreadsheets and database software such as Lotus 1-2-3, Microsoft Works, Excel or Quattro pro;

Internet software, E-mail, Order processing, Inventory and Contract Management;

Educational program development as it relates to the State of California curriculum standards;

supervisory management.

Ability to:

Perform each essential duty satisfactorily;

train and supervise employees and volunteers;

read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;

write reports, business correspondence, and procedure manuals;

effectively present information and respond to questions from groups of managers, clients; customers, and the general public;

interpret a variety of instructions furnished in written, oral, diagram, or schedule form;

communicate effectively, orally and in writing;

maintain effective and cooperative working relationships with employees, volunteers, and other community agencies;

lift 50 pounds, climb ladders, stoop, bend, kneel, squat, crawl and stand for long periods of time, taste and smell, work with arms extended above the body, see and hear sufficiently to safely perform the duties listed;

occasionally exposed to wet, humid conditions, high precarious places and outside weather conditions, and noise level in the environment is moderate;

occasionally move mechanical parts.

Experience:

Five years of experience in the registration and cataloging of museum collections, design and installation of museum exhibits;

five years experience supervising museum educational programming, collections, and volunteers;

five years experience working with the media;

extensive knowledge of museum and historical network;

five years experience creating and supervising all functions of museum events;

five years experience working with community boards.

Education:

A Master of Arts degree from an accredited four-year college or university in Fine Arts, History, Art History, Museology or related field preferred.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

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