



CLASS SPECIFICATION

Class Code: 60019251
Date Established: 10/2022
Last Reviewed: 11/2022
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

MUSEUM PROGRAM COORDINATOR

DEFINITION

Under general supervision, assists with the maintenance and operation of a County museum facility, including the monitoring, development, implementation, coordination, and promotion of a variety of special programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in journalism, public relations, museum studies, history, art history or a closely related field AND one year of full-time experience overseeing museum or recreation programs to include the advertising and promotion of those programs; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Supervises assigned part-time, contracted, seasonal staff and volunteers.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Monitor and evaluate museum program operations; review activities; observe participant interactions, program participation., and public presentations.

Manage and oversee the museum collection items applying best practices.

Manage tour reservations and assist with conducting guided tours of a museum facility, providing brief descriptions and background on the facility and collection items.

Assess, plan, and monitor the levels of supply and sundry items for program activities and museum gift store; conduct regular inventory of supplies; prepare and submit requisitions and coordinate with purchasing.

Foster effective public/media relations by notifying the media of newsworthy events, providing pertinent information in a timely manner, writing potential articles or radio/TV stories, and responding to inquiries in all media formats.

Create materials to promote and publicize internal and/or community relations, by creating and distributing monthly newsletters, website updates, social media posts, brochures, fact sheets, special feature stories and video tape recordings for media representatives; develop exhibits, displays and materials for promoting programs and facilities at community events and fairs to maintain public awareness of program issues and concerns.

Supervise seasonal and volunteer staff; participate in interview process and make hiring recommendations; schedule staff to ensure proper staffing levels; provide training in work methods; oversee staff performance of duties; conflict resolution and provide input regarding disciplinary issues.

Participate in development of budgets for assigned programs; make recommendations for new equipment and/or supplies; maintain the program budget in accordance with established guidelines; monitor accounts to ensure that encumbrances, receivables, and payables are recorded accurately.

Work in a point of sale environment; collect money, write receipts, balance monies collected, make deposit, submit transmittal form and deposit slip to treasurer, and manage museum store inventory through the point of sale system.

Administer contracts for artists exhibit providers; complete contract with logistical arrangements, verify possession of business license, required certifications, and proof of insurance; monitor performance and recommends improvements; cancel contract if necessary.

Coordinate with various county departments and outside agencies to facilitate daily and future operational needs and provide information.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Regional Parks and Open Space programs, operations, and administrative policies and procedures.

Goals and objectives, functions, protocol, staffing, and programming guidelines within museum facility.

Organizational structure of Washoe County and countywide personnel policies.

Computer software specific to the department/division.

Concepts of budget development and monitoring and contract administration.

Local community agencies, resources, and partners related to effective museum promotion and advertising.

Ability to:

Supervise seasonal and volunteer staff, including training and assigning and reviewing work.

Plan, coordinate, implement, evaluate, and monitor programs to accomplish established goals and objectives and optimize efficiency.

Develop targeted promotional materials and advertising to address the needs and goals of the museum facility.

Use museum collection software.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of program planning, implementation, and evaluation.

Recreation or museum programs and activities, including appropriate facilities, equipment, and supplies required for program services.

Promotional techniques and marketing methods, including publicity materials appropriate to TV, print, social media, radio, and other outlets.

Supervisory principles and practices.

General math, including addition, subtraction, multiplication, division, and accounts maintenance.

Ability to:

Interpret and apply regulations, policies, and procedures.

Plan and organize work to meet schedules and timelines to ensure effective operations and use of a public museum facility.

Methods and techniques of statistical and administrative data collection and report preparation.

Use a personal computer and a variety of software packages, including Microsoft Word applications and desktop publishing software.

Communicate effectively and courteously with the public, both orally and in writing.

Develop and present effective visual and written presentations and reports.

Effectively represent the programs, operations, and functions of the museum to the public, other County staff and external agencies.

Establish, foster, and maintain effective and collaborative working relationships with clients from a wide range of ethnic, cultural, and socio-economic backgrounds, department staff, community representatives, and representatives of other departments.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Must be able and willing to work weekends and nights.

Ability to sit, stand, and walk for extended periods. Ability to frequently stoop and kneel. Ability to operate office equipment, including computer, telephone, calculators, copier/scanner. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.