

MARITIME MUSEUM DIRECTOR, 2406

Summary of Duties : Plans, directs, and coordinates the operation of the Maritime Museum including: historic research; cataloguing of artifacts; exhibits; and educational and recreational program development for the general public.

Distinguishing Features : The Maritime Museum Director is responsible for planning and organizing all activities of the Maritime Museum including various public participation programs and maritime history research activities. Assignments are received in general terms and evaluated on the basis of public acceptance and participation in museum activities. The work requires the exercise of administrative, managerial, and supervisory expertise and expert knowledge in museum program, collection, and exhibit development.

Examples of Duties : Through subordinate personnel manages and catalogs collections; plans, directs, and coordinates the preparation of maritime exhibits and the development of educational and recreational programs about maritime history for the general public; writes magazine and newspaper articles on maritime programs and exhibits; encourages contact with other scientific institutions, such as universities and museums, and promotes interest in the museum through the donation of material and expertise.

Establishes contact and negotiates with individuals, business firms, and governmental agencies to obtain grants, endowments, donations, and loans; encourages, promotes, and coordinates the participation of other organizations and groups within the community in museum activities; coordinates fundraising activities; acts as Executive Director to the museum's volunteer organization and coordinates its activities; and speaks and gives demonstrations on maritime subjects before clubs, schools, and other organizations.

Approves and directs the construction of temporary and permanent exhibits; supervises studies of techniques, methods, and research to effect improved functioning and increased public interest in museum operation, programming, and exhibits; directs the compilation and analysis of statistics on attendance and programming and initiates programs to effect greater economy and improved program content; and directs the investigation and resolution of complaints from the public on museum operation.

Directs the preparation of the annual work program and budget for personnel, supplies, and equipment and is responsible for funds allocated; approves the ordering, assigning, and issuing of supplies and equipment; initiates requests for repair of museum facilities; supervises the scheduling and coordination of security and custodial services at the museum facilities; is responsible for the

safekeeping of exhibits and the safety of patrons during working hours; prepares records and reports relating to museum activities; supervises staff and volunteers; evaluates museum employees; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A thorough knowledge of museum administration, operation, and programming, including organizing, staffing, controlling, and evaluating the effectiveness of the museum; of research techniques, cataloguing, and registering maritime artifacts and other items for exhibit; and of budgeting for museum programs, exhibits, equipment, personnel, and facilities.

A good knowledge of public agencies and private organizations likely to provide financial, promotional, or other support for museum activities; of current major developments in maritime history and museum studies; and of financial management and supervision. A working knowledge of the laws and regulations related to equal employment opportunity and affirmative action.

The ability to coordinate or conduct special public educational and recreational programs; to elicit support for museum activities from public and private organizations; to deal tactfully and effectively with high level officials, department management, and technical personnel; and to plan, organize, direct, and evaluate the effectiveness of the museum.

A Master's degree in History or Museum Studies or related field from a recognized four-year college or university and four years of professional maritime museum experience including two years as a director, curator, or head of an organizational unit in a museum.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.