



Job Description

Museum Operations Coordinator

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Two (2) years of related experience. Additional experience may be substituted for education.

Minimum Education Requirements: Bachelor's degree in History, Education, or a related field.

Department: Recreation.

Direct Supervisor: Museum Manager.

Supervisory Responsibility: Direct (2); Indirect (x)

Primary Work Location: Works inside and outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Responsible for planning, implementing, and evaluating all phases of public education programs and collections management for the four City museums.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee and coordinate the work of staff implementing and scheduling museum classes and workshops and personally instruct museum education classes as needed.
- Evaluate museum educational programs and make recommendations for changes to increase program attendance and revenues.
- Manage Museum Store; set up vendors, order merchandise, restock store, perform inventory of store every 3 months.
- Sell admission to museum using HTE system and sell merchandise.
- Oversee inventory profit and loss statement.
- Act as liaison between the museum and a variety of public agencies, school districts, and individual school sites.
- Operate a personal computer and uses applicable software to produce a variety of written material, graphics, mailing lists, and correspondence.
- Represent the Museum at various public functions.
- Perform U.S. Passport Acceptance Application agent duties.
- Serve as operator for museum collection.
- Assist with preparation and administration of Division budget and grant writing; balance and maintain accounts.
- Perform administrative duties including payroll, purchase requisitions, daily reports, computer operations, museum opening and closing, transportation of monies, typing, photocopying, and data entry as needed.
- Conduct research of primary sources pertaining to local history and develop materials for the general public.
- Manage permanent museum collections as they relate to acquisitions, cataloging, long term loans, special exhibits, research, conversation, and preservation.
- Recommend policies, procedures, and budget needed for the care and preservation of the collections.
- Respond to queries concerning the collections.



Job Description

Museum Operations Coordinator

Pay Grade: G07

- Evaluate and process requests of artifacts on loan to other facilities.
- Work with staff as team approach to research, design, and implement exhibits.
- Perform minor maintenance, grounds keeping, and custodial duties as required.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- History, anthropology, archeology, and basic sciences.
- Museum administration/management.
- Site and project management.
- Modern office practices and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Bookkeeping and office skills.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work in a team approach.
- Meet and deal courteously with the general public.
- Prepare and deliver public speaking presentations.
- Use discretion regarding privileged information and sensitive cultural issues.
- Effectively train and supervise personnel.
- Fund raising and grant writing.

Physical Demands

The work is light work which requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.



Job Description

Museum Operations Coordinator

Pay Grade: G07

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



Job Description

Museum Operations Coordinator

Pay Grade: G07

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date