

MUSEUMS DIRECTOR

Nature of Work: Under administrative direction, directs and oversees the operation of the Museums Section of the Division of Culture and History. The Museums Director is administratively responsible for planning events and exhibits and preservation and augmentation of museum collections. Performs related work as required.

Examples of Work

Oversees and directs the work of ten units which include the following functions: collections, curatorial; education; events; exhibits; photographic services; technical services; and "Goldenseal" magazine. Supervises care for museum collections.

Supervises the proper and complete cataloging and conservation/restoration of artifacts.

Advises local museums and historical societies concerning proper operation.

Interviews, selects and evaluates work performance of employees. Composes job descriptions and job postings for vacant positions in the section.

Consults with and advises the Curator and museum assistants concerning facility operations and museum collection care.

Knowledge, Skills and Abilities

Knowledge of recognized museum registration methods such as those of the American Association of Museums.

Knowledge of West Virginia and regional history.

Knowledge of museum procedures for inventorying, describing and assigning catalog numbers.

Knowledge of storage methods and item classification.

Knowledge of basic conservation and preservation techniques.

Skill in communications and establishing and maintaining public relations.

Ability to maintain the records which document the collections source, accession, location and item classification.

Ability to work with donors to obtain artifacts.

Ability to do historic research using recognized techniques.

Ability to direct and supervise the work of professional and support staff.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in history, archeology, historic preservation or a related field.

Experience: Three years of full-time or equivalent part-time paid experience in museums collection management.

Established: 7/16/92
Effective: 6/1/93