

DIRECTOR OF GREAT VALLEY MUSEUM

***This is a categorically funded position. Continued employment in this position is dependent upon funding.**

DEFINITION

Under general administrative direction plans, directs, manages and oversees the operations and activities of the Great Valley Museum (GVM) and the MJC Planetarium; serves as the Great Valley Museum's primary liaison to the community; organizes and oversees all GVM Foundation fundraising events; prepares and monitors both GVM Foundation and GVM Operating budgets; assists the Dean of Instruction, School of Science, Engineering and Mathematics/ SEM in the development and implementation of the Division's strategic goals and objectives; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned dean.

Provides direct supervision to full- and part-time museum and planetarium staff and indirect supervision to museum and planetarium volunteers coordinated by staff. Provides oversight of academic and faculty activities associated with the museum and planetarium.

ESSENTIAL DUTIES

- Manage, plan, supervise and coordinate the operations and activities of the Great Valley Museum and Planetarium including in-house and off-site programs, classes, financials, and staff, both paid and volunteer.
- Provide creative and motivational vision and leadership for GVM and planetarium programs and fundraisers, including curatorial and educational activities.
- Oversees planning and organization for all major fundraising events.
- Work with staff to design and produce museum exhibits; oversee the procurement and storage of the museum's collection of artifacts and archives., GVM operations committee members, GVM staff, and other relevant faculty and staff to promote full and active participation in fundraising and outreach efforts.
- Work closely with SEM Division faculty and staff to effectively balance access to museum and planetarium spaces for MJC students and classes with those of museum visitors and tours.
- Identify community science educational needs and work with the SEM Division Dean and GVM and planetarium staff to meet those needs.
- Implement strategies for increasing income through museum and planetarium activities and sales in the GVM Nature Shop.
- Produce requisitions; receive all income, prepare receipts and any related correspondence; generate all deposits and keep accurate records of all Foundation and operating income.
- Oversee curation, care of, and record-keeping for the museums live animals.
- Monitor financial performance; coordinate the compilation and preparation of operational and financial reports and analyses; maintain accurate records of all donations.
- Prepare reports, maintains records, and write correspondence concerning the Great Valley Museum and Planetarium.

- Process, prepare and maintain various museum related records including but not limited to accurate membership rolls, permissions for possession of museum exhibits, and records of museum correspondence.
- Write grant requests, solicit support for specific programs, equipment, or events, and seek out other funding as needed.
- Represent GVM and planetarium at public events likely to generate museum visitation, membership, and educational partnerships.
- Recruit, evaluate and assess continued employment of volunteers, traveling teachers and staff.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Bachelor's degree from an accredited institution in natural history, science, museum studies, business administration, educational administration, or a related field.
- **Experience:** Two years in a business or enterprise setting similar to the museum. One year in a supervisory or management capacity. Experience or education in budgeting and accounting.

Knowledge of:

- Principles of effective public relations.
- Administering policies and procedures.
- Capabilities of computer hardware and applicable software applications including word processing, spreadsheet, databases, social networking, web page development and maintenance, point-of-sale, and business management.
- Budgetary processes, development, and management as well as financial recording keeping
- Strong organizational and administrative skills
- Excellent writing, analytical, and speaking abilities
- Community relations and outreach
- Principles of business, personnel, and operations management

Ability to:

- Plan, direct, and manage all aspects of the GVM and planetarium enterprise.
- Supervise, train, and evaluate personnel according to contractual guidelines and established expectations of volunteers
- Exhibit strong motivational leadership to facilitate collaborative teamwork to meet objectives
- Establish and maintain cooperative relationships with administrators, faculty, staff, students and the public

- Collaborate with others to strengthen intra-college, community, and district-wide partnerships
- Evaluate, adopt, and implement software solutions to streamline museum operations •
Oversee curation and installation of museum exhibits
- Prepare effective reports, correspondence and presentations
- Multi-task a wide variety of activities
- Manage time effectively to achieve prioritized goals and objectives
- Represent the Museum to the public

Desirable Characteristics:

- One-year experience working in a museum setting.
- Three years of progressively responsible full-time staff or management experience in the operation of a museum or organization that included exhibition and interpretive educational programs, collections, care and management, and substantive volunteer participation.
- Previous experience with funding source development and/or grant preparation and administration
- Classroom teaching experience

Licenses and Certificates:

- None required.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including frequent public contact and occasional public speaking opportunities; frequent deadlines and time limited assignments; ability to make staffing and purchasing decisions while keeping within budgeted and actual income and fundraising.

TYPICAL WORKING CONDITIONS

- Work is divided between a standard office environment and museum exhibit and preparation areas.
- Work requires occasional evening and frequent weekend hours.
- Attendance and participation in Science Community Center and community events is required.
- Occasional travel and off-site work required for meetings, public speaking, outreach programs, training, and other activities related to the position.

Class Adopted: 12/23/13

Class Amended: October 2015, April 2024