

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: MUSEUM

### Level C, Pay Grade 8

<b>LEVEL DEFINITION</b>	Positions at this level are responsible for the operation of assigned Museum area and must work to comply and maintain professionally recognized standards.
<b>TYPICAL RESPONSIBILITIES</b>	<p>Leading and being responsible for long-term planning and management of all matters related to the assigned area/special project. Managing and determining resources and developing and leading short-and long-term projects in the assigned area. Overseeing collections management, accessioning, acquisition, registration, assessment, appraisal, preservation/conservation, treatment, deaccessions, or storage including creation of finding aids. Managing the care, maintenance and conservation of collections to a professionally recognized standard, including treatments and operational services. Managing incoming and outgoing object loans and travelling exhibitions. Researching, developing and writing reports, publishing in areas of expertise, and delivering conference, symposia papers, and public talks. Preparing grant applications, budget estimates and negotiating contracts. Developing and implementing strategic planning, policies and procedures and best practices in area of expertise or for a specific museum department as part of the overall development, vision and activities of the institution. Developing and implementing risk management strategies and disaster management policies, plans and procedures. Curating public or educational programs and exhibitions, working with intangible heritage, knowledge production and knowledge sharing. Working collaboratively with communities and stakeholders to develop, implement, and evaluate programs and initiatives that bridge Indigenous communities with diverse audiences. Developing and maintaining relationships with relevant and diverse First Nations communities, UBC and stakeholders. Managing matters related to concerns raised by First Nations communities, and addressing legal, ethical and cultural concerns. Coordinating, instructing, and supervising interns and students.</p>

<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	<p>Makes decisions regarding the collection, exhibition, conservation, security and archive management of specific collections.</p> <p>Makes decisions about appropriate and sensitive interpretation of cultural knowledge.</p>
<b>SUPERVISION RECEIVED</b>	Works autonomously within a general professional and administrative framework. Work is reviewed in terms of achievement of general goals.
<b>SUPERVISION EXERCISED</b>	Manages, recruits, mentors and trains staff through direct and indirect reports, and supervises technical and cultural contractors, volunteers, students, interns.
<b>MINIMUM QUALIFICATIONS</b>	Master's degree in a relevant discipline. Minimum of five years of related experience, or an equivalent combination of education and experience.

**Updated:** March 8, 2023