

**City of Moses Lake**  
**An Equal Opportunity Employer**  
**Job Description**

**Job Title:** Museum/Art Center Manager  
**Department:** Parks and Recreation  
**Reports To:** Recreation Superintendent  
**Salary Range:** (2019) \$4,671 (Entry) - \$5,838 (Step A)

**OVERVIEW OF THE POSITION:** Performs administrative, managerial, and technical tasks in the planning, development, implementation, management, and evaluation of the year-round the public museum and art center, fulfills the museum's mission as adopted by the City of Moses Lake; utilizes a combination of public and private funding sources and works within the municipal policies of the City of Moses Lake.

This position is responsible for developing, implementing, and managing core museum services such as collections, exhibitions, education and other public programming; development activities such as fundraising, public relations and marketing; forecasting long-range outcomes and developing operational strategies; and working successfully with a wide range of people from diverse backgrounds to achieve the goals of the Museum & Art Center, Moses Lake Park & Recreation and the City of Moses Lake.

**ESSENTIAL DUTIES:** Directs the operation of the museum and art center, supervises the work of regular, part-time personnel who carry out history and public programming, collection management, customer service, and the coordination of volunteers. Oversees exhibit openings and special events.

Creates long-range plans for the development of the Museum in coordination with City staff, City Council, volunteers and other stakeholders; including strategic planning of operations, staffing, programming, partnerships, resources, facility improvements and capital campaigns.

Assists in the preparation of and administers the Museum's annual budget; and prepares and submits funding requests and proposals. Monitors and controls income and expenditures in accordance with established guidelines; analyzes and reviews budgetary and financial data;

Establishes Museum goals, objectives, priorities and evaluation measures; monitor and measure attainment of objectives, goals and priorities. As required or requested, attends departmental, Boards, and City Council meetings; provides status reports to the Parks Commission, Department Director and City Council as requested.

Plans and implements fund raising strategies, including special events, membership campaigns, grant writing, funding requests, store and gallery sales; researches potential income sources; administers grants, donations and other Museum and City of Moses Lake fundraising efforts.

Oversees the plans, designs, prepares, and installs museum and art and history displays, special short-term art and history exhibits and changes to permanent history exhibits utilizing part-time staff and contactors when appropriate.

Oversees the development of programs and curricular materials for schools and visiting groups.

Researches, plans and implements an adaptive marketing strategy through a combination of traditional, social and emerging media, outreach programs, and public relations; assesses and implements efficient information systems; supervises the timely implementation of an annual marketing calendar. Creates and/or supervises the creation of flyers, brochures, invitations, posters, and newsletters.

Oversees in the management and maintenance of collections records, implementation of collection policy and the ensuring of proper storage, care, and use of collections.

Oversee the development, stewardship and utilization of collections and temporary loans relevant to the Museum's mission; including the development and implementation of exhibits, programs and educational resources.

Hire, assign, train, and direct staff and volunteers; evaluates work and performance of assigned duties; provides guidance and plans workloads to ensure the timely completion of projects and core operations; develops personnel and volunteers to maximize effectiveness.

Administers, plans and directs the activities, services and operations of the Museum; supervises the work of full-time and part-time staff responsible for carrying out core services in these specific areas: Community Engagement, Communications, Family and Education, Artistic, Exhibit Designer and Visitor Services.

Evaluates and selects contractors, instructors, service providers and partners; negotiates and enforce contracts and agreement for services, assures that contracted services are provided efficiently and effectively.

Establishes and maintains effective working relationships with members of the community, Parks Department, public and private organizations, school districts, and Commissions; deals tactfully and courteously with the public and other City employees, occasionally in difficult customer service situations.

Provides technical information and expertise to City staff, City Council, other stakeholders and partners in areas such as policy, operations, planning and best museum practices; effectively communicates the methods, practices, procedures, and terminology of museology; maintains current knowledge of advances in the museum field.

Establish and maintain a working environment conducive to positive morale, individual style, quality of work, creativity, and teamwork.

Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, onsite (appropriate City worksites).

Works effectively under pressure and with frequent interruptions.

Completes work and projects in a thorough and timely manner.

Understands and follows directions from supervisors, posted work rules, and procedures.

Performs other work as assigned.

**WORK SCHEDULE:** The "normal" work schedule is 40 hours per week, 8.00 hours per day (Monday through Friday), 80 hours per pay period. Working evenings or weekends may be required. The exact schedule may be flexible, depending on the requirements of the Museum and Art Center and are assigned or approved by management. The City of Moses Lake requires punctual attendance, working on-site as necessitated by job elements, working a full-time shift, working overtime as necessary, and working effectively and productively with others. Unexcused or unauthorized full or partial absences during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action, up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, personal emergency, or other personal time-off.

**EDUCATION/VOCATIONAL PREPARATION:** Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job.

**TRAINING PERIOD:** In order to experience the full range of responsibilities and duties, employees will serve a Review and Evaluation period of not less than 6 months and no more than 12 months. Exact duration will be established by the department director and identified on hiring document.

**PHYSICAL DEMANDS:**

Endurance - Moving About: Periodic - Does not occur on every shift. Move from location to location.

Endurance - Overall Strength: Medium Work - Exerts force and/or lifts or carries objects. May be called upon to lift or carry objects weighing from 10 to 50 pounds.

Walking: Periodic - Does not occur on every shift. Move about on foot.

Sitting: Periodic - Does not occur on every shift. Remain in a seated position.

Lifting/Carrying: Periodic - Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

Bending/Stooping: Occasionally (up to 1/3 of the time) - Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

Kneeling/Crouching: Occasionally (up to 1/3 of the time) - Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

Reaching: Occasionally (up to 1/3 of the time) - Extend the hands and arms in any direction.

Handling: Occasionally (up to 1/3 of the time) - Seize, hold, grasp, turn, or otherwise work with the hand or hands.

Rotation: Periodic - Does not occur on every shift - Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

Talking: Frequently (1/3 to 2/3 of the time) - Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Frequently (1/3 to 2/3 of the time) - Perceive the nature of sounds by the ear.

Seeing: Frequently (1/3 to 2/3 of the time) - Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

### **SPECIALIZED DEMANDS:**

Video Display Terminals: Periodic - Does not occur on every shift. Read or obtain information from a monochrome or color video display terminal (computer monitors).

Keyboards: Periodic - Does not occur on every shift. Enter data on keyboards (typewriter, computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

Graphic Design: Utilize knowledge of design principles to create exhibit design and publication designs.

Carpentry: Basic knowledge of small power tools, wood, and hardware.

### **ENVIRONMENTAL CONDITIONS:**

Location: Inside - Work is predominately inside and generally provides protection from weather conditions.

Reasoning: General - Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; deal with problems involving several concrete variables in or from standardized situations.

Mathematical: Basic - Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

Reading: Elevated - Read a wide variety of literature and technical material, budgetary documents and financial reports, contracts and legal documents, standard operating procedures, rules and regulations.

Writing: Intermediate - Prepare business letters, grant applications, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking: General - Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

**TEMPERAMENT REQUIREMENTS:**

Directing/controlling: Accept responsibility for formulating plans, designs, practices, policies, methods, regulations, and procedures for operations or projects; negotiate with individuals or groups for agreements or contracts; and supervise subordinate workers to implement plans and control activities.

Variation: Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

Elevated Stress: Cope with circumstances frustrating or exasperating to self or others.

Interpersonal: Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

Decisive: Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

**RELATIONSHIP REQUIREMENTS:**

Data: Coordinating - Determine time, place, and sequence of operations or action to be taken on the basis of analysis of data; execute determinations and/or reports on events.

People: Supervising - Determine or interpret work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency.

**OTHER:**

Condition of Employment: Beyond the established and prescribed review and evaluation period, all positions with the City of Moses Lake are terminable at the will of the city, within the guidelines of the City's policy and procedures and as provided by law.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.