

From: Sandra Smeller
Sent: Wednesday, May 10, 2000 2:27 PM
To: Judy Smith
Subject: Museum Projects Coordinator

**City of Wenatchee
JOB DESCRIPTION**

**Title: MUSEUM PROJECTS COORDINATOR
MUSEUM**

Department:

Reports to: **Museum Director**

Classification: **Non-Exempt**

Affiliation: **AFSCME Local 846-W**

Date: **Revised March 2000**

DRAFT

GENERAL POSITION SUMMARY

Oversees Historic Preservation program and coordinates programs, projects and processes for historical and cultural preservation and education on behalf of the Museum. Serves as staff liaison to City of Wenatchee Historic Preservation Board and Wenatchee Arts Commission. Work with public officials, the general public and special interest groups, and conduct research on Museum presentations. Provide assistance and work effectively with state, county and municipal governments on historical, cultural and art issues and special projects as assigned. Work with other staff to prepare, manage and manage exhibits/ displays.

ESSENTIAL JOB FUNCTIONS

- 1) Coordinate support functions and initiate preservation efforts on behalf of the City of Wenatchee Historic Preservation Board. Communicate with Community Development Department, meet with community members, and communicate with the OAHP on local preservation issues. Work with local interest groups and a variety of government or special agencies to seek and provide information and assistance on historical and cultural issues.
- 2) Works with the Curator, Director and other Museum staff to plan, design, develop and maintain museum exhibits. Solicit volunteer assistance; compile sketches, narratives and budgets for proposed exhibits. Assist in installation and maintenance of exhibits.
- 3) Provide advisory, administrative, and clerical support to the Wenatchee Arts Commission. Communicate with community members, and communicate with the Washington State Arts Commission on local art issues. Oversee 1% for Art Fund and monitor budget expenditures.
- 4) Serve on committees, commissions or boards as may be assigned.
- 5) Conduct research to include review of archival materials and fact gathering with the public or

other agencies. Disperse information on a variety of topics including press releases and regular news articles

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OTHER FUNCTIONS

Performs other duties as needed or directed.

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SUPERVISORY RESPONSIBILITY

Not a supervisory position, however, along with other staff members, participates in recruitment, training and coordination of volunteer staff that may be needed to assist on Museum projects or specific tasks. May supervise volunteer staff working specifically for position.

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Position: MUSEUM PROJECTS COORDINATOR

INTERPERSONAL CONTACTS

Deals daily with a variety of people on City staff, special interest groups, boards, committees or commissions, as well as the general public. Requires ability to create effective, cooperative relationships with others, which promote a positive image of the Museum. Often represents the City and the Museum to others interested in historical and cultural programs, historic preservation and art.

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PHYSICAL AND MENTAL CAPABILITIES

Ability to communicate verbally and in writing. Requires computer literacy and knowledge of budget coordination. Creative talent to visualize and coordinate projects, create and complete exhibits, meet deadlines and organize materials on a variety of topics and programs. Ability to walk, stand, sit for extended periods. May require lifting of reasonable weight and work on evenings or weekends.

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JOB CONDITIONS

Work occurs primarily in an office environment including meetings with other agencies throughout the organization, City and State. Some projects require work at a variety of field sites.

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EDUCATION AND/OR EXPERIENCE

Preference given to those with a Bachelor's degree in history, historic preservation, architectural history, related fields or the equivalent. Job or volunteer experience of from one to three years in museums or related work sites is required.

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The duties listed above are intended as illustrations of the types of work that may be performed. The

omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.