

Sam Houston State University Human Resources

Staff Classification Description – Director Museum

Skill Category: Executive/Administrative

Position (Employee) Class: 1M170 (E1)

Grade: NC

Date: 08/2021

Department: Division of University Advancement

Educational & Experience Requirement: Bachelor's degree from an accredited college or university in History, American Studies, Material Culture, or Museum Studies. Master's degree or Ph.D. desirable. Emphasis on American Frontier, American West, or Texas and the Southwest desirable. Minimum of five (5) years' full-time museum or related experience with at least two (2) years' experience at the assistant or associate director's level. Familiarity with university-related museums desirable. A combination of education, experience, and training that would produce the required knowledge and abilities to be considered.

Nature & Purpose of Position: Administers, directs, and leads all programs and activities of the Sam Houston Memorial Museum.

Supervision Given & Received: Receives general direction from the Vice President for University Advancement. Responsible for supervision of all positions at the Museum. Directly supervises Curators, professional staff, and non-professional support staff as needed.

Primary Responsibilities: Responsible for policymaking, planning, organizing, staffing, and directing and supervising the ongoing activities and programs of the Museum. Interprets and applies complex policy matters, recommendations, or other guidelines pertaining to Museum management and operations. Responsible for professional practices such as acquisition, preservation, research, interpretation, and exhibition of artifacts, objects, manuscripts, books, and other historical materials. Responsible for strategic planning, grant writing, and other Museum developmental activities. Plans and executes a robust public relations program and promotes interest in the Museum within the local community and across the state. Responsible for creating and maintaining a vibrant and growing Friends of the Museum program and other fund-raising activities. Responsible for financial management, including preparation and administration of the Museum budget within the guidelines set forth by the University administration. Plans and budgets for hiring and training of Museum personnel. Acknowledges contributions and gifts-in-kind to the Museum and accepts such gifts within the context of an accepted acquisition policy. Encourages the use of the Museum as a research facility and develops plans for furthering the Museum's collection. Develops and implements ongoing programs for the use of Museum facilities and collections by individuals and groups both on- and off-campus. Performs other related duties as assigned.

Other Specifications: Develops and works with an Advisory Board to advance the Museum's goals. Speaks to various groups, both professional and non-professional, about Museum programs and activities. Works with Sam Houston State University academic departments to promote a close relationship between the Museum and the University's academic programs. Maintains a visible, active presence in state and national museum and historical professional societies and associations. Stays abreast of appropriate accreditation requirements to maintain the Museum's stature as a top receptacle for receiving, maintaining, and displaying historical artifacts related to the life and times of Sam Houston. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.