

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: With a thorough knowledge of and academic training in art history, the Assistant Curator for Asian Art is primarily responsible for assisting the Cofrin Curator of Asian Art with the development and management of the Asian art collection as defined by the following: conducting research on the museum's Asian Art collection for exhibition development, journal articles and scholarly publications, lectures and educational programs for museum visitors and college students; developing exhibitions related to Asian art; maintaining the accession files related to the Asian Art collection; and assisting with moving of Asian artwork. The Assistant Curator of Asian Art assist with the supervision of OPS staff, interns or other volunteers as needed.

WORKING TITLE: Assistant Curator for Asian Art

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

Working with the Cofrin Curator of Asian Art, the Assistant Curator for Asian Art will:

35% ACADEMIC AND PROFESSIONAL ACTIVITIES

- Supervise interns or other volunteers who are working on projects related to the museum
- Review, update and organize accession files related to the Asian Art collection, according to region, date, material, etc.
- Design and conduct research into issues of provenance and significant studies on the respective topics based on region.
- Manage the database of compiled research and respective files for Asian art.
- Provide educational programs and contribute to scholarship to build partnerships and collaborations on a local level (UF and Gainesville community), statewide, nationally and internationally.
- Provide guest lectures or gallery talks for relevant UF courses.
- In coordination with the University of Florida and/or Santa Fe College, teach courses related to the collection or exhibitions at the museum.
- Participate in Harn educational outreach programs, including public lectures, gallery talks, teacher training seminars, symposia, etc.
- Deliver art-related public lectures at other museums or at professional conferences to contribute to the field and to raise the profile of the Harn
- Conduct original research on the museum's Asian art collection to contribute to the development of an Asian art catalogue.
- Write essays or articles for scholarly publications outside the Harn Museum, to contribute to the field and raise the profile of the Harn Museum of Art
- Assist in manuscript acquisitions and assist in content reviews and editorial processes.

35% EXHIBITION DEVELOPMENT AND IMPLEMENTATION

- Working with the Cofrin Curator of Asian Art, conduct research and develop exhibitions (original, permanent collection and traveling) for specific periods in exhibition schedule and propose exhibitions following established guidelines and procedures
- Implement, in collaboration with the Cofrin Curator of Asian Art, exhibitions, including gallery design (such as layout, vinyl signage, text and photo panels, and technology needs), budget oversight, and fulfillment of any contractual obligations with external lenders.
- Conduct original research, write gallery interpretation and essays for brochures and catalogues
- Develop gallery guides and online resources for exhibitions
- Build partnerships and collaborations on a local level (UF and Gainesville community), statewide, nationally and internationally
- Assist Cofrin Curator of Asian Art with docent training and Harn staff tours for every Asian-related exhibition

20% COLLECTION DEVELOPMENT, MANAGEMENT, PHOTOGRAPHY AND ART HANDLING

- Research objects for acquisition and propose suitable objects following established procedures

- In coordination with the Director of Development, develop and maintain good relations with existing donors and patrons and seek to cultivate new donors and patrons
- Research objects in the collection and ensure that they are properly documented in the museum's electronic and paper records
- Working with the museum's Registration department, coordinate the professional photography of the Asian art collection including scheduling photography sessions and escorting photographers.
- Work with Registration and Preparation colleagues to locate objects in storage, complete required paperwork, move objects to photography studio, and ready works for photography, including selecting various angles to shoot the work for publications and academic research.
- Assist Registration and Preparation colleagues to move works from storage on carts for photography, help to move works during installations in the galleries, and bring works out from storage to viewing rooms for scholars and student groups.

10% ADMINISTRATIVE ACTIVITIES

- Participate in the preparation of overall annual exhibition budgets
- Research grant opportunities and prepare a schedule for applying for grants; collaborate with other Harn departments on grant writing in support of the work of the museum
- Serve on Harn committees and participate in other administrative projects as needed
- Other duties as assigned

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum Qualifications: A master's degree in an appropriate area of specialization, and three to five years appropriate experience. Publications in field of expertise and Asian art in general; as well as editorial experience. Teaching experience preferred.

Knowledge of professional art handling best practices and experience in handling artworks preferred
Excellent research, verbal and written communication skills

UF CLASSIFICATION: AST DIR, Development

WORKING TITLE: Assistant Director of Development

DEPARTMENT: Harn Museum of Art

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

The Assistant Director of Development for the University of Florida's Harn Museum of Art will assist in fundraising for the Harn through personal contacts and facilitation of programs and events that assist the development effort. This position will identify prospects, cultivate, and close both annual and mid-level gifts (\$10,000+). He/She is also responsible for all aspects of the Harn's membership/annual giving program and alumni affairs efforts by identifying, cultivating and soliciting alumni and friends as volunteers and donors to support the Harn via annual giving, special events, and communications with alumni and friends. Additionally, he/she will develop project timelines and maintain data demonstrating project successes and needs in coordination with the Director of Development, the Office of Development and Alumni Affairs (ODAA).

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

35% Responsible for the identification, cultivation, solicitation and stewardship of prospects at the annual giving and mid-range Levels

- Focus on individual, corporate, and foundation prospects where gift/grant is assessed at \$10,000+.
- Build a qualified portfolio that includes prospects at the annual and mid-range gift level.
- Develop annual giving and mid-range giving proposal strategies in support of the Museum's strategic plan to bring gifts to closure through face-to-face visits.
- Acknowledge and recognize gifts in ways that are meaningful to donors and appropriate to the mission, vision, and values of the unit, ODAA/UFF.
- Maintain Corporate and Business partner relationships towards soliciting in-kind and cash contributions for exhibitions and programs.
- Work to create and maintain a steady Business Partner program that will create sustained exhibition and program support each year.
- Assist Director of Development with Harn portfolio management.
- This position requires travel by automobile; maintaining an acceptable driving record that meets insurance requirements and an active Florida driver license must be maintained in order to meet this function.

35% Coordinate Annual Giving/Membership Program

Manage annual giving and membership program:

- Manage annual giving, membership, and specific projects with the goal of increasing member, donor, and alumni participation in coordination with the Museum and ODAA.
- Increase annual giving in coordination with the Florida Fund, including crafting letters for review by Director of Development and Director, determining demographics and evaluating outcomes.
- Draft communications for direct mail appeals, personalized letters to donors and potential donors, fundraising brochures, proposals, tailored pledge forms. Requires excellent writing skills to draft communications for the Senior Development Officer and senior staff of the Museum.
- Request and analyze data from Office of Development and Alumni Affairs – Prospect Management, Research and Analysis and Computer Services departments to compile data for mass mailings, including

segmented mailings to new donors, lapsed donors, and repeat donors. Requires expert experience with databases and Excel.

- Manage online giving program for the Museum and development of social media campaigns.
- Facilitate member and donor events:
- Maintain member and donor event calendar. In coordination with Director, Director of Development, Curators, Educators, Registration, Marketing and PR, the ODAA, and Cultural Plaza Partners establish event dates and ensure dates are published broadly throughout the University of Florida.
- Coordinate the design and delivery of invitations.
- Manage catering and event logistics related to member and donor events.
- Prepare reports and interpret data:
- Working with UF Business Services and the ODAA gift processing and computing departments, maintain up-to-date information related to demographic information.

15% Coordinate Alumni/Friend Connection, Communication, and Engagement

Manage communication with and engagement of Harn alumni and friends:

- Develop, plan and implement programs to engage alumni with the Museum.
 - Coordinate communications related to Harn Voyage travel program as well as existing engagement programs.
 - Establish new programs to engage alumni with curators and students.
 - Liaise with student organizations to track student and alumni engagement and establish best practices.
- Social Media planning; website information coordination.
- With the ODAA Communications office and the Harn Marketing and PR department plan campaigns and updates about Museum programs through the website, social media, email and newsletters, etc.
- Oversee ongoing App updates to benefit broadest range of user groups.
- Plan and facilitate select alumni engagement events.
- Work with UF Alumni Affairs staff to incorporate the Harn with alumni affairs efforts across the university.
- Serve as the Harn liaison for UF Alumni Relations.

10% Departmental Coordination

- Establish intern project descriptions as needed and maintain oversight of interns.
- Ensures effective use of strategic tools and resources such as contact reports, prospect management, research, and analysis, and the Advance database.
- Attend meetings of the Museum as needed and of the ODAA as well.
- Facilitate special projects as needed.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function.

Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

- 5%** Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions related to this position

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications:

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Preferred Qualifications:

The ideal candidate will possess:

- Prior experience in marketing, sales, or development.
- Ability to work with the broadest demographic of people.
- Ability to plan, organize, coordinate, document and complete work assignments.
- Ability to understand and apply applicable rules, regulations, policies and procedures of the ODAA, Museum and UF.
- Socially adept and sensitive to needs for confidentiality.
- Ability to establish and maintain effective working relationships with others.
- Ability to work collaboratively and a team player.
- Competency in problem solving.
- Excellent oral/ written communications and interpersonal skills; effective time management and organizational skills that are essential for success in this position.
- Working knowledge in these areas: social media, databases, Windows, Microsoft Word, Microsoft Excel, Microsoft Access, internet browsers, preferably Internet Explorer, E-mail. Working knowledge of a donor database, contact management and tracking system.
- The ability and willingness to travel. A valid driver license and good driving record are essential.*

*Business expenses are reimbursed through a standard accounting system. The ability to pay for expenses using your own personal credit card or funds and have them reimbursed is essential.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: With a thorough knowledge of and academic training in art history, the individual serves as the Chief Curator and Curator of Modern Art within the Harn Museum of Art. The curator has primary responsibility for the development and management of the modern art collection as defined by the following: assists the director in the development of the collections; along with the registrar, supervises the management of the collections; originates exhibitions from the collections and to complement the collections; conducts ongoing research on and interprets the collections through installation in cooperation with the museum's education staff, as well as publications, journal articles, lectures, and scholarly papers; and supervises the cataloging of the modern art collection. The curator develops exhibitions from collections, as well as loan exhibitions; and actively seeks related loan exhibitions for the museum, serving as coordinating curator for these exhibitions with primary contact with curators of other leading art museums both nationally and internationally. Within the curatorial department, the curator develops and manages general and project budgets and helps build and monitor use of endowed funds for acquisitions. The curator supervises four curators, the curatorial program coordinator, and the landscape and gardens assistant. The curator also supervises OPS staff, interns and other volunteers as needed.

UF CLASSIFICATION, JOB CODE: Harn Museum Curator III, 003522

WORKING TITLE: Chief Curator and Curator of Modern Art

ALL POSITIONS:

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40% EXHIBITION DEVELOPMENT AND IMPLEMENTATION

- Develop exhibitions (original, permanent collection and traveling) to fill designated slots in the exhibition schedule
- Propose exhibitions following established guidelines and procedures
- Manage implementation of exhibitions, including gallery design (such as layout, vinyl signage, text and photo panels, and technology needs), budget oversight, and fulfillment of any contractual obligations with external lenders
- Conduct original research, write gallery interpretation and essays for brochures and catalogues
- Build partnerships and collaborations on a local level (UF and Gainesville community), statewide, nationally and internationally
- Provide docent training and Harn staff tours for every exhibition curated

30% COLLECTION DEVELOPMENT AND MANAGEMENT

- In coordination with other curators, prepare collection development plan following established model and update as required
- Research objects for acquisition and propose suitable objects following established procedures
- Research objects for deaccessioning and propose suitable objects following established procedures
- In coordination with the Director and Director of Development, develop and maintain good relations with existing donors and patrons and seek to cultivate new donors and patrons
- Research objects in the collection and in collaboration with Registration, ensure they are properly documented in the museum's electronic and paper records
- In coordination with the Registrar, ensure proper care and conservation of objects in the collection

20% ADMINISTRATIVE ACTIVITIES

Serves as Chief Curator with the following duties:

- Prepare curatorial department budget
- Organize curatorial department meetings and handle general department business
- Update and improve curatorial and exhibition forms and documents
- Manage exhibition calendar and exhibition committee meetings
- Organize curatorial department contributions to the Committee on the Collections, Harn National Art Council, and other committees or groups as needed
- Conduct annual reviews of four curators, the curatorial program coordinator, and the landscape and gardens assistant

- Act as liaison between the curatorial department and other departments
- As needed by the Director, represent the Harn at public events or in University activities
- Collaborate with other Harn departments to research and write grants in support of the work of the museum

10% **ACADEMIC AND PROFESSIONAL ACTIVITIES**

- Provide educational programs, supervise students, and contribute scholarship in order to build partnerships and collaborations on a local level (UF and Gainesville community), statewide, nationally and internationally
- Supervise OPS staff, interns or other volunteers who are working on projects related to the museum
- Provide guest lectures or gallery talks for relevant UF courses
- In coordination with the Art Department or other academic unit on campus, teach courses related to the collections or exhibitions of the museum
- Participate in Harn educational outreach programs, including public lectures, gallery talks, teacher training seminars, symposia, etc.
- Deliver art-related public lectures and gallery talks at other museums or at professional conferences, to contribute to the field and raise the profile of the Harn
- Write essays or articles for scholarly publications in Harn and non-Harn publications, to contribute to the field and raise the profile of the Harn Museum of Art

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Minimum Qualifications: A master's degree in an appropriate area of specialization; PhD preferred, in an appropriate area of specialization, and three to five years appropriate experience.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Coordinator of Accounting Business Processes and Services shares responsibility for the oversight and management of the fiscal activity of the Harn Museum of Art with the Coordinator of Accounting, and the Director of Finance and Operations. In collaboration with the Coordinator of Accounting and Director of Finance and Operations, the Coordinator of Accounting Business Processes and Services develops, coordinates and implements business processes and services that facilitates all areas of fiscal activity, including, but not limited to, purchasing, invoicing, payments, asset management, property records and inventory, personnel, etc. for the Harn Museum of Art. This individual is responsible for ensuring that day-to-day revenues and expenses are processed efficiently and within the guidelines of the University of Florida.

UF CLASSIFICATION, JOB CODE: Accountant II, 002001

WORKING TITLE: Coordinator of Accounting Business Processes and Services

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

45% Administration and Management

- Working with the Director of Finance and Operations and the Coordinator of Accounting:
 - Coordinates the Harn Museum of Art daily business processes and services of the Finance Office, as they relate to purchasing, accounts receivables and payables, payroll, asset management and inventory, ensuring that the daily processing of financial activities is completed in an efficient manner. This person will work closely with the Human Resource Manager to ensure the coordination of all financial activities relating to personnel is conducted in a financially sound manner.
 - Responsible for all accounts receivables and payables, purchasing, payroll, data entry, asset management and inventory.
 - Provides leadership to the museum staff, providing training and guidance in the business processes as they relate to purchasing, accounts receivables and payables, deposits, asset management, property records and inventory and financial activities involving personnel.
 - In collaboration with the Coordinator of Accounting and Human Resource Manager, provides quality customer service that emphasizes the highest quality of customer service to all customers both internal and external to the museum.
 - Develops strategies and implements short- and long-range plans to strategically advance the financial affairs of the Harn Museum of Art with respect to streamlining financial processes utilized by the Harn Museum. Constantly reviews processes, promoting efficiency within the finance office, eliminating unnecessary paperwork and streamlining activities as appropriate.
 - Assists the Coordinator of Accounting, in providing leadership and direction of the accounting and related financial activities of the museum, including the museum store, museum rentals, educational programming and traveling exhibition auxiliaries to ensure sound fiscal administration, while advancing the entrepreneurial activities of the museum.
 - Assists the Coordinator of Accounting in managing appropriate cash levels in state, foundation, auxiliary and grant funds.
 - Assists the Coordinator of Accounting in establishing and maintaining accounting controls over the museum's unrestricted, restricted and endowment funds.
 - Assists the Coordinator of Accounting in managing activities related to PeopleSoft, Hyperion, Blackbaud, and internal accounting systems.

15% Asset Management

- Develops systems that facilitate effective management of all assets, both capital and attractive properties.
- Maintains property records (inventory) of all equipment, furniture, phones, computer software, etc. for the Harn Museum of Art.
- Acts as the liaison between the Harn Museum, the Offices of Property Records and Property Accounting.

Together with the Director of Museum Technology, the Coordinator of Accounting processes and services is responsible for the compliance of all software copyright laws as outlined by the University of Florida.

15% General Operating Budget

- Assists the Coordinator of Accounting, Director of Finance and Operations, Human Resource Manager and the senior staff in the preparation and maintenance of the museum's annual operating and capital budgets.
- In collaboration with the Coordinator of Accounting, monitors fiscal expense and income actualizations.
- In collaboration with the Coordinator of Accounting, anticipates cash flow projections throughout the fiscal year.
- In collaboration with the Director of Finance and Operations, Coordinator of Accounting and Human Resource Manager, develops streamlined systems that promote effective management of the general operating budget of the Harn Museum of Art.

15% Institutional Leadership and Interaction

- Works cooperatively and productively with other divisions to fulfill the institution's goals and objectives.
- Completes work in a timely and professional manner.
- Establishes strategic methodology to streamline business processes that will promote museum goals, supporting exhibitions and museum programs both efficiently and effectively.
- Participates in the Finance Department meetings to review such topics as, but not limited to, financial priorities, income and expenditures, strategic plans, business processes and services, budget development and reporting, and financial statements.
- Conducts training of museum staff, ensures that processes are clearly understood, establishes clear communication between the finance office and museum staff, and clarifies to staff, resources that are available to them and how they can be obtained.
- Keeps privileged information confidential and represents the museum in professional circles and before the public in a manner which shall at all times enhance the prestige and credibility of the institution.

5% Professional Development

- Attends professional meetings when feasible and appropriate.
- Attends training sessions to increase accounting knowledge and skills, with special emphasis on PeopleSoft, Hyperion and Blackbaud systems.
- Actively participates in conferences on local, state, regional and state levels, establishing a presence in organizations by sitting on related committees and boards and presenting at conferences at the various levels.

5% Other

- Other duties as assigned.

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Minimum Qualifications: Master's degree in an appropriate area of specialization, or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

- Knowledge of University of Florida accounting systems strongly preferred.
- Accounting degree preferred.
- Extensive knowledge of excel spreadsheets.
- In-depth knowledge of accounting and budgetary systems, financial records, accounting controls and procedures.
- Extensive use and knowledge of computerized accounting applications and spreadsheet software, knowledge of PeopleSoft, Hyperion and Blackbaud accounting system or similar systems..
- Demonstrated ability to communicate, motivate, lead and relate effectively to a wide variety of individuals.
- Exceptional and demonstrated analytical and organizational skills.
- Strong interpersonal/communication skills to foster effective working relationships at all levels.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Coordinator of Accounting has responsibility for fiscal matters for the Harn Museum of Art, providing training and guidance to museum staff in the preparation of budgets, financial statements, expenditures, receipts and entrepreneurial activities. This includes management of the budget process, cash flow management and full responsibility for financial reporting. This position also supervises the activities of the Finance Office, managing the staff and their activities, reviewing processes and promoting efficiency and streamlining activities where appropriate. In collaboration with the Director of Finance and Operations and the Museum Director, the Coordinator of Accounting develops, coordinates and implements fiscal policy for the Harn Museum of Art. This individual is responsible for maintaining accounting systems for all state, grant, auxiliary and foundation funds.

UF CLASSIFICATION, JOB CODE: Financial Analyst III, 002006

WORKING TITLE: Coordinator of Accounting

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

35% Administration and Management

- In collaboration with the Director of Finance and Operations:
 - Supervises the activities of the finance office, working closely with the Human Resource Manager to ensure the coordination of all financial activities of the museum.
 - Provides leadership to the museum staff, providing training and guidance in the preparation of budgets, financial statements, expenditures and receipts, and entrepreneurial activities.
 - Effectively manages the finance office staff and their activities, including the continuing development of cooperative, communicative and productive working relationships.
 - In collaboration with the Human Resource Manager, trains finance staff in customer service methods, emphasizing that the highest priority of quality customer service must be extended to customers within the museum and outside customers.
 - Develops strategies and implements short- and long-range plans to strategically advance the financial affairs of the Harn Museum of Art with respect to monetary and human resources and the institution's goals and objectives.
 - Continually reviews processes, promoting efficiency within the finance office, eliminating unnecessary paperwork and streamlining activities as appropriate.
 - Directs the accounting and related financial activities of the museum including the museum store, museum rentals, educational programming and traveling exhibition auxiliaries to ensure sound fiscal administration, while advancing the entrepreneurial activities of the museum.
 - Directs cash activities to maintain appropriate cash levels.
 - Establishes and maintains accounting control over the museum's unrestricted, restricted and endowment funds.
 - Manages and coordinates the preparation of all tax reports to ensure compliance with governmental reporting requirements.
 - Investigates, initiates and prepares documentation for contracts and invoices to support the operational functions of the Harn Museum of Art, in accordance with UF policy.
 - Coordinates the preparation of the financial portion of all grant reports and billings to ensure compliance with requirements and policies of funding sources.
 - Manages and coordinates all PeopleSoft, Blackbaud, and internal accounting system activities.
 - Fills in wherever necessary to perform cash receipts, disbursements, payroll, data entry and other bookkeeping functions to keep office processing current.

35% General Operating Budget and Financial Reporting

- Manages the museum's budget process, working with the Museum Director, Director of Finance and Operations and the senior staff to prepare the museum's annual operating and capital budgets, and revisions as needed. Serves as the direct contact with department heads on accounting/financial matters.

- In collaboration with the Director, the Director of Finance and Operations, and the Director of Development, develop reports that will provide necessary information to promote fundraising, donor development and stewardship.
- Monitors fiscal expense and income actualizations.
- Anticipates cash flow projections throughout the fiscal year.
- Prepares, reviews and analyzes financial reports ensuring that the museum's financial condition is in accordance with the guidelines established by the University of Florida. Provides regular financial reports to the director, Director of Finance and Operations and senior staff, as deemed appropriate.
- Prepares annual financial statements to be published in the museum's annual report.

10% Institutional Leadership and Interaction

- Works cooperatively and productively with other divisions to fulfill the institution's goals and objectives.
- Completes work in a timely and professional manner.
- Establishes and chairs the finance committee meeting at least bi-monthly to review such topics as, but not limited to, financial priorities, income and expenditures, strategic plans, budget development and reporting, and financial statements.
- Working with the exhibition committee, develops budgets for exhibitions and other related costs, establishing long-range budgets for fund-raising purposes.
- Keeps privileged information confidential and represents the museum in professional circles and before the public in a manner which shall at all times enhance the prestige and credibility of the institution.

10% Personnel

- Working with the Director of Finance and Operations, manages the finance office to ensure that the museum's accounting and financial functions are performed effectively. Collaborates with the Human Resource Manager and other business office staff to effectively meet divisional goals.

5% Professional Development

- Attends professional meetings when feasible and appropriate.
- Attends training sessions to increase accounting knowledge and skills, with special emphasis on PeopleSoft and Blackbaud systems.
- Actively participates in conferences on local, state, regional and state levels, establishing a presence in organizations by sitting on related committees and boards and presenting at conferences at the various levels.

5% Other

- Other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum Qualifications: Master's degree in an appropriate area of specialization strongly preferred, or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

- Accounting degree and CPA strongly preferred.
- In-depth knowledge of Generally Accepted Accounting Principles, tax regulations, federal grant regulations and other federal and state laws.
- Familiarity of foundation accounting concepts/practices desirable.
- In-depth knowledge of accounting and budgetary systems, financial records, accounting controls and procedures.
- Extensive use and knowledge of computerized accounting applications and spreadsheet software, knowledge of PeopleSoft and Blackbaud accounting system or similar systems.
- Demonstrated ability to communicate, motivate, lead and relate effectively to a wide variety of individuals.
- Exceptional and demonstrated analytical and organizational skills.
- Strong interpersonal/communication skills to foster effective working relationships at all levels.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Coordinator of Gallery Interpretation and School and Educator Programs develops, implements and evaluates educational programs, teacher workshops and publications for K-12 students and educators at the museum and in schools, as well as, museum programs designed to engage student-age audiences through in-depth, formal education goals with defined learning outcomes. In addition, this person oversees all docent education to develop a knowledgeable volunteer corps through an annual training schedule, theoretical framework for tours, an evaluation process and appreciation efforts, while working with an elected Docent Board.

WORKING TITLE: Coordinator of Gallery Interpretation and School and Educator Programs

ALL POSITIONS:

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40% PROGRAM DEVELOPMENT AND RESEARCH

Develops, implements and evaluates educational programs and publications for lifelong learners (both children and adults) at the museum and in schools. Programs include, but are not limited to Art for Life, PACE Center, Tot Time, Art Camps (in collaboration with the Visitor Engagement and Volunteer Coordinator) and the Children's Art Show. In addition, this person develops and implements workshops and education programs for K-12 educators such as but not limited to the Summer Teacher Institute and Alachua County Teachers' Workshops.

Conceptualizes and administers outreach programs that serve diverse audiences, promoting collaboration and interaction among the University, museum and community including programs that involve docents, such as Art for Life and new programs related to K-12 instruction.

Collaborates with Visitor Engagement and Volunteer Coordinator to produce Family Guides for exhibitions.

Creates educational programming and interpretation for docents, K-12 instructors and students of all ages, to include but is not limited to, in-museum interpretation, on-line and outreach materials.

On school and educator programs, serves as liaison to the university and to regional private and public educational organizations, including, but not limited to the Alachua County School District.

Seeks grants for existing and new programs.

40 % CONDUCT AND MANAGE PROGRAMS

Oversees all docent education to develop a knowledgeable volunteer corps through an annual training schedule, theoretical framework for tours, an evaluation process and appreciation efforts, while working with an elected Docent Board. This person is responsible for all other docent training on permanent collection and temporary exhibitions and will plan educational speakers from outside and inside the museum; arranging audio/visual documentation as needed.

Conducts and manages educational programs for lifelong learners (both children and adults) at the museum and in schools. Programs include, but are not limited to Art for Life, PACE Center, Tot Time, Art Camps (in collaboration with the Visitor Engagement and Volunteer Coordinator) and the Children's Art Show, as well as programs for K-12 educators such as but not limited to the Summer Teacher Institute and Alachua County Teachers' Workshops.

Creates and presents educational programs that enhance public understanding of museum collections, research and collections in collaboration with museum curators and Visitor Engagement and Volunteer Coordinator.

Develops curricula to enhance educators' use of the museum's exhibitions. In addition, the coordinator develops curricula related to exhibitions and permanent collections for use by educators in their classrooms and provides

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educator workshops that enhance educators' use of artworks in their classroom teaching.

Develops, manages, teaches and evaluates K-12 programs, including, but not limited to, class visits and student exhibitions.

Attends museum events as appropriate and coordinates programming aspects of such with designated staff as needed. The coordinator actively contributes to the museum web site, both with revisions and with newly created information and materials pertaining to K-12-oriented programs.

Responsible for video and/or photographic documentation of docent and K-12 program events.

Submits K-12 program promotional copy to Marketing and Public Relations. Collaborates with marketing and public relations department to produce and disseminate promotional flyers. Actively contributes information on K-12 programs to the museum website.

Coordinates travel arrangements for outside guest speakers to the docent corps.

Coordinates research & production of "Guide by Cell" tours, as needed.

20% ADMINISTRATIVE DUTIES

In collaboration with the Director of Education and Curator of Academic Programs, develops annual budget for docent and K-12 programs and manages fiscal responsibilities related to areas of responsibility. This person assists the development department in gathering data and preparing information for grants related to programs and recruits student interns and volunteers.

Supervises volunteer docents, OPS employees, interns and work study students while working closely with other departments within the museum

Process all administrative documents, for K-12 and docent programs, including Purchase Request Forms ("PRF"s), maintenance work orders and IT requests.

Collaborates with Human Resources Manager regarding background checks and youth protection training for docents.

Represents the museum through continual interaction with public school educators and staff; establishes and maintains professional affiliations with colleagues in similar positions within university art museums and galleries nationwide; and attends and presents at regional and national professional conferences on behalf of the museum.

Participates as member of Education staff, participates in departmental staff meetings, exhibition planning meetings, long-range and strategic planning meetings, finance meetings and grant applications.

Collaborates with university colleagues and serves on university-wide committees.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate specialization and two years of appropriate experience

BA/S in art education, arts administration, art history, or related field, MA strongly preferred

Minimum 2 years arts administration or museum education experience

Experience managing volunteers

Excellent organizational, planning and interpersonal skills

Excellent written and verbal skills

Excellent skill in typing and proof-reading

Ability to establish and maintain effective working relationships in a team environment

Self-directed, organized and career minded; ability to work independently.

Knowledge of methods of data collection.

Ability to compile and analyze data for administrative decisions.

Strong computer skills and familiarity with educational technology and software, such as TMS and PowerPoint.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Harn Museum of Art Director of Education and Curator of Academic Programs acts as a visionary leader in the field of education. To this end, s/he works closely with faculty of the University of Florida to develop a community of scholars and teachers based at the museum that includes museum staff and UF & Santa Fe College faculty and embraces scholars and artists both nationally and internationally; s/he facilitates use of collections by UF & Santa Fe College faculty members; implements new strategies to continue to encourage faculty and student use of the museum in innovative ways; plans and oversees faculty development initiatives including curriculum development grants and pedagogical workshops; conceptualizes, initiates and manages the installation of teaching exhibitions that support courses and highlight current and new research; administers the museum's MUSE (Museum University Student Educators) and student internship program; schedules class visits to the museum and use of the Object Study Rooms; organizes public-space installations; and launches new programs that are flexible and responsive to the University's curricular goals. This position supports the museum's mission to collaborate with university partners, using the museum to facilitate interdisciplinary learning and to engage diverse audiences.

WORKING TITLE: Director of Education and Curator of Academic Programs

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

40% PROGRAM DEVELOPMENT AND RESEARCH

The Museum's Director of Education and Curator of Academic Programs fosters the integration of the museum's collection into teaching and research across the University of Florida curriculum. In this effort, s/he cultivates and develops collaborative relations with university faculty from a wide range of academic departments and programs not necessarily associated with the visual arts that may result in teaching opportunities, programs, and exhibitions of works of art.

The Director of Education and Curator of Academic Programs educates faculty members about works in the Museum's permanent collection to facilitate their use in teaching and research; and develops interdisciplinary programs that will forge and strengthen relationships with a wide range of academic disciplines and serve as a model for art museums, particularly those in a university setting.

S/he collaborates with UF and Santa Fe College departments and units, developing programs, relationships and partnerships.

With Education department staff, s/he contributes to developing museum-wide pedagogical and philosophical approach to teaching from original works of art.

S/he actively initiates grant writing efforts and collaborates on grants with units across campus; and participates in donor cultivation and stewardship on behalf of the museum.

35% CONDUCT AND MANAGE PROGRAMS

Working with other museum curators, the museum registrar, and senior staff, the Director of Education and Curator of Academic Programs conceives and executes programs to encourage faculty to incorporate teaching with original works of art into their syllabi, including but not limited to faculty seminars, workshops, curriculum-development grants, and exhibition-planning study days.

In collaboration with education staff, curators, registration staff and senior staff, s/he coordinates faculty and student projects within the museum including but not limited to class visits, seminars, workshops, , audio and/or online tour programs, academic symposia, and teaching exhibitions to support courses, highlights current and new research, and fosters future research and innovative thinking.

S/he oversees planning, implementation, and evaluation of the museum's wide range of interpretative public programs

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including Museum Nights, periodically conceiving and realizing conferences, lecture series, symposia, colloquia, discussion series, reading groups, visiting scholars and artists, and scholarly seminars, especially in relationship to museum education, academic curating and interpretation of museum collections. The Education Coordinator administers the museum's student internship and the MUSE (Museum University Student Educators) programs.

S/he directs academic outreach activities such as special class presentations and viewing, small, short-term curriculum-based exhibitions. S/he spearheads museum involvement in campus initiatives such as Creative Campus, Campus Common Reading Program and the Humanities "Good Life" class.

Schedule class visits to the museum.

25% ADMINISTRATIVE DUTIES

The Director of Education and Curator of Academic Programs leads the Education Department, and with the assistance of other museum departments, develops an annual budget for educational programs and manages fiscal responsibilities related to areas of responsibility. S/he works with other education staff to prepare statistics on all academic programs and to document events. This person gathers data and prepares information for grants related to academic programs and recruits student interns and volunteers.

The Curator of Academic Programs collaborates with university colleagues and serves on university-wide committees devoted to topics related to faculty teaching and student research on original works of art and other primary source materials; continues scholarship in field of specialization, cross-disciplinary approaches to the collection, and participates fully in the intellectual life of the university; serves as a leader in the emerging field of Academic Programming and Curatorship, and as a leader in the field of university and college museums; periodically conceives and organizes professional development workshops, conferences, and resources in this field and serves on professional committees dedicated to furthering the mission of academic programming and college & university art museums.

As a member of the museum's senior staff, the Director of Education and Curator of Academic Programs assists in the general operation of the museum, including bi-weekly senior staff meetings, departmental meetings, exhibition planning meetings, long-range and strategic planning meetings, and grant applications; provides estimates of costs for specific community programs to other museum staff for use in grant proposals and for other promotion; contributes to the development and implementation of the museum's and department's strategic five-year plan; and works with development staff to maximize exhibition and program support through in-kind and other contributions.

S/he represents the museum at scholarly, campus, public and cultivation events.

As Director, s/he:

- Supervises and evaluates Education and Visitor Service staff;
- Supervises and evaluates interns, and volunteers assigned educational-related program duties;
- Prepares and oversees Educational department budget;
- Organizes Education department meetings and handles general department business;
- Coordinates the Education Advisory Group
- Actively initiates and leads grant writing efforts in the Education Department.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/class_comp/resources.asp). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum Qualifications: A master's degree in an appropriate area of specialization and three years of professional experience. In absence of a terminal master's degree, ABD will be considered.

Preferred qualifications:

- Ph.D. degree in art history, art education or related field is required.
- Thorough knowledge of educational pedagogy and current practice in the field, learning theory and philosophy and demonstrated museum education experience and working with university faculty preferred. Significant experience teaching with original works of art is highly desirable. Preference of professional experience in arts administration, museum education or educational supervision.

- Excellent skills in oral and written communication, public speaking, collaborative teaching, research and writing; knowledge of higher education infrastructure also highly desired.
- Demonstrated knowledge and command of program management.
- Proficient knowledge of Excel, Outlook, Power Point and MS Word.
- Must be able to make decisions rapidly within policy guidelines and to interpret policy where guidelines are not readily apparent.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: With a thorough knowledge of and academic training in art history, the individual serves as the Curator of African Art within the Harn Museum of Art. The curator has primary responsibility for the development and management of the African art collection as defined by the following: assists the director in the development of the collections; along with the registrar, supervises the management of the collections; originates exhibitions from the collections and to complement the collections; conducts ongoing research on and interprets the collections through installation in cooperation with the museum's education staff, as well as publications, journal articles, lectures, and scholarly papers; and supervises the cataloging of the African Art collection. The curator develops exhibitions from collections as well as loan exhibitions; and actively seeks related loan exhibitions for the museum, serving as coordinating curator for these exhibitions with primary contact with curators of other leading art museums both nationally and internationally. Within the curatorial department, the curator develops and manages general and project budgets and helps build and monitor use of endowed funds for acquisitions. The curator supervises OPS staff, interns or other volunteers as needed.

UF CLASSIFICATION, JOB CODE: Harn Museum Curator II, 003521

WORKING TITLE: Curator of African Art

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

40% EXHIBITION DEVELOPMENT AND IMPLEMENTATION

- Develop exhibitions (original, permanent collection and traveling) to fill designated slots in the exhibition schedule
- Propose exhibitions following established guidelines and procedures
- Manage implementation of exhibitions, including gallery design (such as layout, vinyl signage, text and photo panels, and technology needs), budget oversight, and fulfillment of any contractual obligations with external lenders
- Conduct original research, write gallery interpretation and essays for brochures and catalogues
- Build partnerships and collaborations on a local level (UF and Gainesville community), statewide, nationally and internationally
- Provide docent training and Harn staff tours for every exhibition curated

30% COLLECTION DEVELOPMENT AND MANAGEMENT

- In coordination with other curators, prepare collection development plan following established model and update as required
- Research objects for acquisition and propose suitable objects following established procedures
- Research objects for deaccessioning and propose suitable objects following established procedures
- In coordination with the Director and Director of Development, develop and maintain good relations with existing donors and patrons and seek to cultivate new donors and patrons
- Research objects in the collection and in collaboration with Registration, ensure they are properly documented in the museum's electronic and paper records
- In coordination with the Registrar, ensure proper care and conservation of objects in the collection

20% ACADEMIC AND PROFESSIONAL ACTIVITIES

- Provide educational programs, supervise students, and contribute scholarship in order to build partnerships and collaborations on a local level (UF and Gainesville community), statewide, nationally and internationally
- Supervise OPS staff, interns or other volunteers who are working on projects related to the museum
- Provide guest lectures or gallery talks for relevant UF courses
- In coordination with the Art Department or other academic unit on campus, teach courses related to the collections or exhibitions of the museum
- Participate in Harn educational outreach programs, including public lectures, gallery talks, teacher training seminars, symposia, etc.
- Deliver art-related public lectures and gallery talks at other museums or at professional conferences, to contribute to the field and raise the profile of the Harn
- Write essays or articles for scholarly publications in Harn and non-Harn publications, to contribute to the field and

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raise the profile of the Harn Museum of Art

10% ADMINISTRATIVE ACTIVITIES

- Prepare and manage curatorial division budgets and participate in the preparation of overall annual exhibition budgets
- Collaborate with other Harn departments to research and write grants in support of the work of the museum
- Serve on Harn committees and participate in other administrative projects as needed

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum Qualifications: A master's degree in art history or anthropology with a specialization in African Art; PhD preferred, in an appropriate area of specialization, and three to five years appropriate experience.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Curatorial Program Coordinator coordinates the museum's exhibition calendars and curatorial records, prepares exhibition texts, coordinates exhibition and curatorial budgets, and provides support to museum curators.

UF CLASSIFICATION, JOB CODE: Museum Operations Coord I, 003525

WORKING TITLE: Curatorial Program Coordinator

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

CURATORIAL

- 20% Prepares text panels, labels, checklists, and other exhibition and collection materials and serves as a proofreader for all curatorial and exhibition texts in collaboration with the curators; manages curatorial paperwork and contracts; compiles, researches and maintains interpretive information on the collection and exhibitions; develops and maintains curatorial records & data retrieval systems; archives exhibition-related materials.
- 20% In collaboration with the curators, and subject to approval by the curators and Chief Curator, prepares and manages exhibition and curatorial budgets and coordinates expenditures. Produces annual budget proposals in collaboration with the curators and under the direction of the Chief Curator. Also coordinates financial processing and recordkeeping for the department.
- 20% Coordinates appointments and speaking engagements for all the curators; schedules itineraries and finalizes arrangements for curatorial travel; creates presentation materials for curators' speaking engagements both at the museum and externally, including meetings and conferences.
- 15% Acts as curatorial liaison, scheduling curators to interact with UF students, museum staff and volunteers, and the greater public. Serves as liaison between the museum and educational units on campus, other state agencies and outside organizations; serves as liaison between museum departments; collaborates with curatorial staff in planning presentations to museum staff and volunteers.
- 5% Participates as a member of the Curatorial staff including departmental staff meetings, exhibition planning meetings, long-range and strategic planning meetings, finance meetings and grant applications.
- 5% In collaboration with the curators, creates long-term exhibition schedule; maintains exhibition schedules and supports organization and management of monthly exhibition committee meetings.
- 5% Responds to research inquiries and other requests from institutions and the public; disseminates general information regarding museum and curatorial matters to members of the public.
- 5% In the absence of curators, supervises curatorial OPS employees, volunteers, interns and work study students while working closely with curators and other departments within the museum.
- 5% Other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departmental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate specialization and two years of appropriate experience

BA/S in arts administration, art history, English, history, anthropology or related field
Excellent organizational, planning and interpersonal skills
Excellent written and verbal skills
Excellent skills in typing, editing and proof-reading
Ability to establish and maintain effective working relationships in a team environment
Self-directed, organized and career minded; ability to work independently.
Knowledge of methods of data collection.
Ability to compile and analyze data for administrative decisions.
Strong computer skills and familiarity with educational technology and software, such as TMS, PowerPoint and Excel.

UF CLASSIFICATION: Administrative Support AST II

WORKING TITLE: Development Administrative Assistant

DEPARTMENT: Harn Museum of Art - Development Harn Museum of Art

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: This position is responsible for performing secretarial and administrative duties for the Director of Development and the Assistant Director of Development for the Harn Museum of Art.

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

40% Administrative Support

- Accurately process and track gifts and donations according to office policies. Research information as assigned and maintain confidential files on the data. Routinely update, scan and purge files as necessary and in compliance with records retention guidelines.
- Regularly manage confidential data. Maintain museum donor boards and keep up-to-date.
- Schedule appointments, coordinate travel arrangements, prepare expense vouchers for Director of Development and monitor account status.
- Enter and manage data in Advance efficiently and accurately to support activities of the Director of Development and the Assistant Director of Development.
- Ensure data is up-to-date. Research and gather information necessary for the preparation of reports as requested, ensuring accuracy of data and clarity of presentation.
- Draft correspondence for the Museum Director and Director of Development for stewardship purposes.
- Coordinate prospect activity and solicitation progress with Director of Development.
- Assist Director of Development and Assistant Director of Development in preparation of fundraising and development reports. Attend meetings of Development department, taking notes for follow-up.
- Work with Director of Development and Assistant Director of Development to develop internship project description, working with Intern Supervisor to post project descriptions that benefit the work of the Development office.

35% Customer Service

- Effectively and efficiently manage incoming phone calls to the Harn Museum of Art Development Office. Exemplify the gold standard by creating a professional and hospitable environment with a focus on exceptional customer service.
- Process incoming and outgoing correspondence and information in an efficient manner, tracking deadlines and telephone messages. Prepare various membership and stewardship mailings, maintain records and databases.
- Act as liaison with staff of the Harn Museum of Art, the Office of Development and Alumni Affairs, volunteers and/or donors in support of the Harn Museum of Art's Development office.

20% Special Projects

- Work to support both the Director of Development and Assistant Director of Development on special projects, meetings and events.

5% Other Duties as Assigned

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PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

Preferred Qualifications:

- Associate's degree or some college preferred.
- Ability to communicate clearly and accurately, both written and verbal.
- Ability to carry out multiple projects with minimal supervision.
- Strong organizational skills, ability to meet deadlines, ability to work independently and possess problem-solving capabilities.
- Poised, confident, self-starter.
- Passion for the work of museums.
- Creative spirit
- Must be proficient in computer applications with a high degree of proficiency in Microsoft Office, browsers, email and database management. Desire to keep technically current and to use technology innovatively.
- Able to foster and maintain sound working relationships with Office of Development and Alumni Affairs, Harn Museum staff and other key stakeholders.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: Direct all marketing and public relation activities for the Harn Museum of Art.

WORKING TITLE: Director of Marketing and Public Relations

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

30% PUBLIC RELATIONS

- Develop, implement and review an effective public relations program directed towards specific goals supporting the mission of the University of Florida's Harn Museum of Art.
- Serve as liaison between University of Florida, University of Florida Foundation, Alachua County Tourist Development Council, Alachua County Visitor and Convention Bureau, Visit Florida and the museum with focus on maximizing local, regional, national and international efforts to promote the museum as an area attraction.
- Represent the museum at University of Florida and community organization meetings and functions.
- Oversee media relations for the Museum by establishing and maintaining contacts with University, local, regional, national and international media representatives, writing and distributing media releases, public service announcements and feature stories. Arrange for media representatives to attend museum events as appropriate and coordinate interviews with designated staff as needed; cultivate relationships with press to advance the museum, its collections and programs.
- Establish and maintain contacts with other PR/Marketing professionals locally, nationally, and internationally including, but not limited to, the other University of Florida Cultural Plaza institutions, other arts organizations and the corporate sector.
- Collaborate and establish partnerships with University of Florida departments, divisions and colleges, student organizations and Cultural Plaza institutions.
- Collaborate with Aramark regarding the Camellia Court Café and cross-promotional efforts, etc.
- Develop and employ appropriate communications tools and methods to publicize Museum activities to a variety of audiences which include the media, University of Florida students and alumni, Gainesville community and surrounding counties and tourists. Examples of communication vehicles include providing news releases to specific publications, pushing content to student and community listserves, utilizing social media and directing online stories and features for the Harn's website.
- Assist with interpretation and communication of museum policies & goals to constituencies.

25% MARKETING/ADVERTISING

- Prepare and present annual marketing and advertising budget.
- Develop, implement and administer marketing plan and branding; direct all marketing & advertising activities for the museum and museum store.
- Seek out and apply for grant opportunities regarding advertising. Provide estimates of costs for marketing and advertising specific programs to other museum staff for use in grant proposals and for other programs.
- Work with development staff to maximize exhibition and program support through in-kind and other contributions of marketing and advertising services. Establish procedures for coordinating marketing & PR and fund raising goals.
- Develop and conduct special studies, surveys and focus groups to evaluate audience response and effectiveness of communications, programs, and special projects such as signage and way-finding.
- Facilitate articles and advertising in various publications and other venues, including UF & student-read publications, facilitate radio spots and interviews to promote and establish awareness of the museum and Cultural Plaza.
- Perform such other duties relating to marketing and advertising as deemed necessary by the Director.

10% ADMINISTRATIVE

- Supervise and evaluate staff, interns, and volunteers assigned marketing and advertising duties and additional responsibilities relating to publication, publicity and marketing.

- Manage departmental projects.
- Assist in general operation of the museum, including departmental meetings, bi-weekly senior staff meetings, exhibition planning meetings, long-range and strategic planning meetings, and grant applications.

10% VISITOR SERVICES

- As part of responsibilities with other senior staff, develop and maintain effective customer relations programs for museum visitors. Conduct research and visitor studies in compliance with University of Florida standards.
- Advocate for needs of visitors within exhibition environments and public spaces.
- Work with education staff and curators to incorporate technology into the visitor experience.
- Perform such other duties relating to visitor services as deemed necessary by the Director.

15% PUBLICATIONS

- Oversee the production and cost of exhibition and collection catalogues. Evaluate the distribution and effectiveness of the publications program.
- With input from museum staff, establish publications to approach for promotion and awareness of partnerships, programs and research.
- Establish and maintain relationship with University Press and other outlets to distribute museum publications.
- Working with all departments, supervise the production of Museum collateral materials, including but not limited to brochures, newsletters, postcards, posters, and media kits to support overall promotion and publicity of the Museum.

10% MUSEUM STORE

- Oversight of the management of the Museum Store and museum sales, the development of operational policies and procedures related to sales transactions, accounts, customer service, inventory control, purchases, displays and other related areas.
- Directs the earned income activities of the Museum store, to provide maximum net income consistent with and in support of the programmatic and educational mission of the Museum.
- Prepares short- and long-term strategic plans to maximize income, develops museum-related products that provide support to the educational mission of the Harn Museum of Art.
- Manages the Museum Store to insure that the Museum's retail functions are performed effectively. Selects, manages, develops, and evaluates the Museum Store Manager (directly) and Clerks (indirectly) to effectively meet divisional goals.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departmental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

- Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate specialization and two years of appropriate experience

Preferred qualifications:

- Degree in public relations, marketing, communications, or other related area.
- Minimum three years of professional experience in public relations and marketing.
- Has wide experience with promotion and marketing to diverse audiences and in working with consultants and others to insure the widest possible outreach to underserved communities.
- Demonstrated media relations experience, including news release and background materials development, feature placements and media event planning. Experience with fine arts media a plus.
- Ability to produce professional and effective publications. Excellent command of the English language. Thorough knowledge of print media, printing processes, type, graphic design, etc. Demonstrated knowledge and command of project control of publications design and production.
- Excellent written and oral presentation skills required.
- Working knowledge of QuarkXpress, Photoshop, Illustrator (or equivalent software), Dreamweaver and MS Word.
- Individuals in this position must be self-starting and possess the ability to work independently.
- Must be able to make decisions rapidly within policy guidelines and to interpret policy where guidelines are not readily apparent.
- Experience in creating and implementing special events for both broad and segmented audiences.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Director of Finance and Operations provides leadership to and management of all finance and operations functions of the Harn Museum of Art.

WORKING TITLE: Director of Finance and Operations

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

10% ADMINISTRATION

- Provides leadership to and effective management of the Finance and Operations staff including continuing development of cooperative, communicative and productive working relationships.
- Develops strategies and implements short- and long-range plans for the divisions within the Finance and Operations department with respect to monetary, human resource and institutional goals and objectives.
- Trains and monitors the performance, professional development and evaluation of staff, based upon the position description applicable to each staff member.
- Contributes, as a member of the Senior Staff, to the development of policies and procedures to ensure effective management of the Museum.
- Manages and inventories equipment, tools and attractive property as required by University of Florida policy.
- Coordinates efforts of the senior staff in developing and implementing the Disaster Preparedness Plan, using museum best practices, to ensure the disaster preparedness plan is current and staff are fully trained to respond appropriately to any disaster.

20% FINANCE

- Directs the accounting and related financial activities of the Harn Museum of Art and recommends appropriate policies, establishing internal controls to safeguard the assets of the museum. In collaboration with the Coordinator of Accounting and Coordinator of Business Processes and Services:
 - Establishes internal controls to ensure sound fiscal administration of all funds. Directs, prepares, and manages the museum's budget process and in collaboration with the Senior Staff, develops the museum's annual operating budget. Recommends and oversees any mid-year revisions.
 - Manages the Accounting Department in accordance with generally accepted standards and principles.
 - Manages the Finance Office to ensure that the Museum's accounting and financial functions are performed effectively. Selects, manages, develops, and evaluates the Coordinator of Accounting and Coordinator of Business Processes and Services to effectively meet divisional goals.

15% HUMAN RESOURCES

- Directs the human resource activities of the Harn Museum of Art and recommends appropriate policies and procedures. In collaboration with the Human Resource Manager:
 - Manages the recruitment, hiring, training and terminating of all staff members of the Harn Museum of Art.
 - Provides advice to management, supervisory personnel, employees and their representatives on the interpretation and application of human resource policies and procedures, disciplinary matters and other staff management issues.
 - Manages and coordinates the performance evaluation system of all Harn Museum of Art staff.
 - Recommends appropriate financial remuneration of staff members to the Director based on AAMD salary comparisons, UF comparisons and other market related statistical information.
 - Administers personnel policies of the University of Florida.
 - Develops and manages a dynamic training and development program that provides opportunities for staff to enhance knowledge and skills promoting higher levels of job effectiveness and improve skills.
 - Develops written human resource materials for Harn Museum of Art staff.
 - Develops and implements personnel orientation programs for newly hired staff members of the Harn Museum of Art.
 - Develops employee incentive programs that encourage and reward efficient and effective performance by Harn Museum of Art staff.
 - Manages the Human Resource Division to ensure that the museum's museum rental functions are performed effectively. Selects, manages, develops and evaluates the Human Resource Manager to effectively meet divisional goals.

10% MUSEUM RENTALS

- Directs the museum rental program activities of the Harn Museum of Art. In collaboration with the Museum Rental Coordinator:
 - Develops and implements an effective rental program, managing the external rental of the Harn Museum facility to create a consistent income stream to support museum operations.
 - Develops rental policies and procedures consistent with the care of the collection and the facility and the safety of staff and visitors.
 - Reviews contracts, licenses, fee schedules, billing and other written documents to ensure the smooth operation of the rental program.
 - Manages the Museum Rentals Division to ensure that the museum's human resource functions are performed effectively.
 - Selects, manages, develops and evaluates the Museum Rental Coordinator to effectively meet divisional goals.

15% SECURITY

- Directs, develops and manages the Harn Museum of Art security program, to protect museum buildings and objects of art, staff members and the public therein. In collaboration with the Security Supervisor and Lead Senior Security Guard:
 - Develops, coordinates, and monitors the museum safety program, including procedures, training and equipment.
 - Develops and recommends security policies and procedures to the Director of the Harn Museum of Art.
 - Plans and develops communication procedures including, but not limited to procedures for responding to fire, alarms, theft, illegal entry into controlled areas, vandalism, and removal of objects on exhibit.
 - Manages the Security Division to ensure that the Museum's security functions are performed effectively. Selects, manages, develops, and evaluates the Security Supervisor (directly), senior security guards and security guards (indirectly) to effectively meet divisional goals.

15% MAINTENANCE

- Directs and develops the maintenance activities of the Harn Museum of Art, administering the short- and long-term maintenance schedule of building and facility repairs. In collaboration with the facility coordinator:
 - Monitors performance and maintenance of the fire, security, heating, ventilation and air-conditioning systems.
 - Provides oversight of building maintenance and lighting.
 - Establishes and maintains maintenance and safety procedures for maintenance staff members, outside contractors and others working within the Harn Museum of Art.
 - Provides oversight of all janitorial functions within the Harn Museum of Art.
 - Provides support to all museum departments to ensure that setups for programs, meetings, special events, and other functions at the Harn Museum of Art are completed in a safe and timely manner.
 - Manages the Maintenance division to ensure that the Museum's maintenance functions are performed effectively. Selects, manages, develops, and evaluates the Facility Coordinator (directly) and housekeeping staff (indirectly) to effectively meet divisional goals.

15% TECHNOLOGY

- Directs the information technology program of the Harn Museum of Art. In collaboration with the Director of Museum Technology:
 - Develops and implements short- and long-term plans, goals and objectives to achieve the university and museum technology priorities.
 - Plans and acquires IT software and hardware that will provide a strong IT infrastructure for the museum that will facilitate an effective program that supports the mission of the Harn Museum of Art.
 - Develops and implements museum policies as they relate to information technology and is supported by University of Florida standards.
 - Coordinates efforts with museum staff to identify and propose solutions for new and expanding programs. Manages technology aspects of program development throughout the museum.
 - Manages the technology division to ensure that the museum's technology functions are performed effectively. Selects, manages, develops, and evaluates the Director of Museum Technology to effectively meet divisional goals.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departmental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum Qualifications: A bachelor's degree with a major in management, business or accounting, MBA strongly preferred, at least five years of professional and supervisory experience in a business environment.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Director, Museum Technology, will have administrative responsibility to maintain current systems and prepare for future growth in the area of technology for the Harn Museum of Art. As the museum becomes more reliant upon technology this position is further involved in interpreting departmental and programmatic needs and evaluating and recommending solutions to technological challenges.

UF CLASSIFICATION, JOB CODE: IT SR, 001477

WORKING TITLE: Director, Museum Technology

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 35% Performs highly skilled work in IT areas including, but not limited to: network, systems, support, applications, business, research and data. Specifies, manages, administers and supports a central information system for the Harn Museum including systems administration functions for multiple servers, network equipment and infrastructure. Ensures continuous access from client systems to all network resources such as digital files, databases, printers, email, UF systems/services and internet by interfacing with UF IT. Evaluates and incorporates evolving UF services reducing usage of Harn resources. Supports and educates end users. Recommends technology related policies and procedures, coordinating the development of department standards and policies for hardware, software and technology security protocols; administers and manages software licensing. Monitors and maintains systems to ensure reliability and availability of services to all end users.
- 15% Performs network administration functions including the maintenance of network functionality and the installation, upgrade, configuration, integration and troubleshooting of network software and network devices; fine-tunes hardware and software to optimize network performance and functionality; dedicated ISM for multiple departments. Provides expertise for the implementation of existing and potential audio/visual technologies.
- 15% Coordinates the research, development and implementation of long-term plans, goals and objectives to achieve leadership standing in the area of museum technology within the museum and public university field. Monitors trends and developments in computing, networking and multi-platform communication technologies; evaluates new operating systems and/or network software, hardware, methods and techniques to improve systems/network reliability and performance; plans and coordinates migration to new technologies that promote the mission of the Harn Museum of Art
- 10% In collaboration with the Director of Finance and Operation and Security Supervisor, develops, implements and maintains security systems that protect the facility and its contents in accordance with best practices established by the AAMD. This includes, but is not limited to ensuring video surveillance and proximity alarms are operational; the maintenance of hardware and software; capturing and transferring video from surveillance system; and interfacing with vendors for support and maintenance. Ensures building alarm system is functional; supervises maintenance and configuration.
- 10% In collaboration with the Director of Finance and Operations and museum staff, develops the museum technology budget that supports the overall mission of the museum, with consideration to both long- and short-term technology goals. Prepares grant applications to garner support for technology projects of the Harn Museum of Art, managing ongoing grants and reporting to granting agencies as required.
- 5% Provides technical support for the website, working closely with the Marketing and Public Relations Department and website developers of the Harn Museum of Art. Develops ideas and implements solutions creatively.
- 5% Actively participates in organizations and serves on committees within the University of Florida, the museum industry and the Harn Museum of Art to promote the museum's participation and presence within these organizations and to further the mission of the Harn Museum of Art.
- 5% Supervises FWS and OPS staff, volunteers and interns. Provides training, manages work assignments, evaluates work progress and provides feedback and guidance. Assists other positions of the office as needed and other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departmental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

High school diploma and five years of any combination of relevant experience, education and/or certification. The level of expertise and skill required to qualify for a position in this classification is generally attained through combinations of education and experience in the field. While such employees commonly have a bachelor's or higher degree, no particular academic degree is required.

Knowledge, skill, and proficiency in the theoretical and practical application of a body of highly specialized knowledge in information technology. The following descriptions of technical function also apply:

- Ability to understand the technical, financial, and political environment in which mission-critical systems are developed. Skill in the use of optimum methods and solutions for success in all three environments.
- Ability to autonomously analyze complex problems; identify critical elements and alternatives; organize existing resources and new information to implement most appropriate solution.
- Skill and ability sufficient to perform primary design and interface responsibilities for organization-wide systems.

Knowledge of Microsoft, Linux, and Unix Operating systems, networking, Microsoft desktop applications.

Knowledge of Web Application Platforms and Content Management Systems

Knowledge and use of Microsoft Operating Systems Administration functions.

Knowledge of Microsoft Open Source database systems and programming

Knowledge of programming in the PC environment.

Ability to diagnose and solve complex system problems.

Scripting experience beneficial

Knowledge of Networking principles and applications.

Knowledge of network security and architecture.

Ability to work well with others.

Knowledge of VM Ware virtual environment

Knowledge of Audio/Visual components and systems

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Director, plans and directs all Museum activities and operations; is responsible for the Museum's artistic direction, collections, and educational programs; physical, human and financial resources; local, regional, national and international outreach; and fundraising efforts. The Director will provide leadership, vision and long-range strategic planning for the Museum's financial stability, programmatic excellence and continue growth and success.

WORKING TITLE: Director and Lecturer

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 40% Works closely with the Director of Development, the University's Vice President of Development and Alumni Affairs and the University of Florida Foundation on all Museum fundraising activities. Actively solicits outside private support; cultivates gifts and bequests. Cultivates relationships with past, current and new funding sources and works to establish new funding relationships among individuals, foundations and corporations by making in-person solicitations.
- 20% The Director has responsibility and decision-making authority for the overall management of the Harn Museum of Art, its physical, human and financial resources, its programs and future growth and development. Ensures the museum is in compliance with laws and regulations as it relates to collections, collecting activities, financial and other related matters. Provides the leadership, vision and long-range strategic planning for the Museum's financial stability, programmatic excellence and continued growth and success.
- 15% Takes a proactive approach as spokesperson for the Museum and will represents its goals and possibilities to a national audience, the University community and throughout the region to establish productive relationships with collectors, the business community, other non-profits, faculty and students to generate enthusiasm, participation and support.
- 5% Selects and maintains a highly qualified and motivated professional staff, delegating specific responsibilities and appropriate authority to staff; and maintaining effective communications that will ensure that departmental strategies are integrated, coordinated and consistent with the Museum's policies.
- 5% In communication with the Dean of the College of Fine Arts, and other UF department deans, directors and chairs, explores opportunities for collaborative programs, drawing on their knowledge and expertise.
- 5% Works closely with the curatorial and education staffs to identify and secure important traveling exhibitions, develop original collections-based and loan shows that travel to other museums, and plan public programs of the highest quality. Creates the framework and establishes the links that will enable the institution to expand its education and public programs to reach widely disparate audiences and a broad constituency regionally and nationally.
- 5% Works with the Director of Finance and Operations to ensure that proper financial controls are in place; develops and presents the annual budget/program review for the Provost's approval.
- 5% Maintains standards promulgated by the American Alliance of Museums (AAM) and the Association of Art Museum Directors (AAMD) and ensures that the Harn maintains its accreditation from the AAM.

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- Energetic, motivated and a self starter
- At least ten years experience working at the level of Director or Deputy Director at a public or university museum
- An advanced degree in art or cultural history, preferably a PhD

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Human Resource Manager is responsible for the planning, development, implementation and administration of a comprehensive human resource program for the Harn Museum of Art. The human resource program includes policy development; position analysis, classification and compensation; human resource administration following the guidelines established by the University of Florida; training and development; and employee relations; This program is implemented in compliance with UF guidelines, legal requirements, museum standards and personnel best practices.

UF CLASSIFICATION, JOB CODE: Human Resources Generalist II, 003114

WORKING TITLE: Human Resource Manager

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

40% Administration and Management

- Develops strategies and implements short- and long-range plans for human resource projects with respect to the institution's goals and objectives.
- Working closely with the University of Florida Human Resource department, manages the complete employment function of the Harn Museum of Art which includes the development of a comprehensive recruitment strategy, ensuring EEO compliance, the establishment of standards for recruitment, selection and retention of all staff, and the termination of employees and exit interviews. This process includes, but is not limited to, the creation of job postings, advertising and working directly with search committees when appropriate; appraisals; counseling and disciplinary actions, etc.
- Directs the performance evaluation system for the Harn Museum of Art. Works with the Director of Finance and Operations to develop training opportunities for staff to enhance effectiveness and improve skills.
- Serves as liaison between the Harn Museum of Art and University of Florida human resource offices, dealing with worker's compensation, employee relations, complaints, grievances, etc.
- In collaboration with the Director of Finance and Operations and Employee Relations Representatives, provides advice to management, supervisory personnel, employees and their representatives on the interpretation and application of human resource policies and procedures, disciplinary matters and other staff management issues. Manages the position descriptions for the staff of the Harn Museum of Art ensuring that all positions are accurate, clear and complete.
- Directs the preparation and maintenance of human resource documents and reports, and the maintenance of personnel records. Manages and coordinates all PeopleSoft human resource system activities.
- Investigates, initiates and prepares documentation for human resource agreements and contracts to support the operational functions of the Harn Museum of Art in accordance with UF policy.
- Coordinates the preparation of the human resource portion of all grant reports and billings for special events to ensure compliance with requirements and policies of funding sources.
- Develops, maintains and disseminates the museum personnel manual. Implements an employee orientation training program to supplement written policies and procedures.
- In collaboration with the Director of Finance and Operations, develops programs within the Harn Museum of Art to increase employee motivation and morale. Coordinates activities that will contribute to the professional development of the Harn Museum of Art staff.

35% General Operating Budget

- In collaboration with the Coordinator of Accounting Processes and Services manages payroll activities. Trains and assist all employees with time and leave reporting and supervisory approval of time.
- Assists with financial processing of payroll, invoices, purchase orders, and other related business functions performed by the finance office based on an as needed basis.
- Supports the Coordinator of Accounting Processes and Services in monitoring fiscal activities as it relates to human resources within the Harn Museum of Art.
- Manages all personnel related reports, including but not limited to, space allocation, effort tracking, faculty activity

- reports, equity reports, etc.
 - Prepares staff information to be published in the museum's annual report.
 - Working with the Museum Director and Director of Finance and Operations, prepares salary statistical analysis for budget considerations
- 10% Business Office Support
- Coordinates and manages the museum book inventory for the museum.
 - Coordinates and manages archival materials and record disposition.
 - Provides clerical support to the Director of Finance and Operations.
 - Manages written communication distribution, such as, but not limited to campus mail, courier services, etc. Receives and documents all incoming packages and distributes as appropriate.
 - Receives all incoming calls to the museum and business office and manages phone, messaging and voicemail systems.
- 5% Institutional Leadership and Interaction
- Works cooperatively and productively with other divisions to fulfill the institution's goals and objective, completing work in a timely and professional manner.
 - Provides leadership to and effective management of the human resource office including the continuing development of cooperative, communicative and productive working relationships.
- 5% Professional Development
- Attends professional meetings when feasible and appropriate.
 - Attends training sessions to increase human resource knowledge and skills, with special emphasis on the PeopleSoft system.
- 5% Other
- Other duties as assigned

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Minimum Qualifications: Master's degree in an appropriate area of specialization, or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

- Business administration degree preferred.
- Experience in managing a personnel program, including labor relations, compensation, personnel policy and procedure development and interpretation; non-profit and public sector experience preferred.
- Knowledge of: principles and practices of human resources administration in both the public and private sectors; current Federal, State and local employment law; UF human resource policies and procedures; principles of organization and management.
- Extensive use and knowledge of PeopleSoft system.
- Demonstrated ability to communicate, motivate, lead and relate effectively to a wide variety of individuals.
- Exceptional and demonstrated analytical and organizational skills.
- Strong interpersonal/communication skills to foster effective working relationships at all levels.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Marketing and Public Relations Coordinator will assist the Director of Marketing and Public Relations with the coordination of publicity and promotions, advertising, public relations and marketing of all programs and projects of the Museum.

UF CLASSIFICATION, JOB CODE: Communications Specialist, 003103

WORKING TITLE: Communications Specialist

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 35% Responsible for design and print production of signage, flyers, publications, exhibition banners and advertising collateral.
- 10% Collaborate with museum's education staff and curators to create exhibition materials and guides that are directed toward specific target audiences.
- 10% Coordinate, write, edit and organize text for marketing & PR materials, including but not limited to brochures, advertising collateral, web content and e-mail announcements.
- 10% Update news, develop content and encourage interaction on the Harn's website, social media and other electronic communication formats.
- 10% Assist marketing and PR director with coordination of publicity and promotions, advertising, public relations and marketing.
- 5% Maintain accurate outreach lists, databases of free listings and manage departmental archive files.
- 5% Conduct and coordinate surveys, such as visitor surveys and target audience research & evaluation.
- 5% Supervise department interns and volunteers, and outside design production. Collaborate with student groups and Museum Nights committee on promotion to students.
- 2% Distribute museum promotional material, such as rack brochures & cards, on campus, around Gainesville and to various distribution outlets (mail, I-75 tourist info, e-mail blasts, etc.).
- 2% Coordinate outreach booths and activities related to festivals and programs taking place outside of the museum, such as the Gainesville Downtown Fine Arts Festival, 5th Avenue Arts Festival, UF Preview and UF Family Weekend, etc.
- 2% Coordinate daily fiscal and clerical responsibilities to include submitting PRFs, maintaining departmental supplies & ordering, and obtaining quotes. Assist with the development & maintenance of departmental budget.
- 2% Research new audiences and partnerships to promote museum exhibitions and programs.
- 2% Perform other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

A bachelor's degree in an appropriate specialization and one year of appropriate experience or combination of education and appropriate experience.

PREFERRED QUALIFICATIONS:

- Ability to communicate clearly and accurately, both written and verbal.
- Ability to carry out multiple projects with minimal supervision.
- Strong organizational skills, ability to meet deadlines, ability to work independently and possess problem-solving capabilities.
- Poised, confident, self-starter.
- Passion for the work of museums.
- Creative spirit.
- Able to foster and maintain sound working relationships with Harn Museum staff, University of Florida departments, and other key stakeholders.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Museum Rental Coordinator manages the museum rental program of the Harn Museum of Art. This position works directly with internal and external customers, on a daily basis, providing customer service through the coordination of the museum's rental program. This position, in collaboration with the Director of Finance and Operations, is responsible for developing and implementing policies and procedures consistent with the care of the collection and the facility and the safety of staff and visitors. This position is responsible for the day-to-day management of the Museum Rental program, including customer service, scheduling, coordinating support services and dissemination of information concerning facilities use and related financial management tasks. The Museum Rental Coordinator develops and implements an effective rental program, managing the external rental of the Harn Museum facility to create a consistent income stream to support museum operations.

UF CLASSIFICATION, JOB CODE: Museum Operations Coord I, 003525

WORKING TITLE: Museum Rental Coordinator

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

Event Management

- 30% Develops and implements the external rental program of the Harn Museum of Art
- In collaboration with the Director of Finance and Operations develops and implements rental policies and procedures consistent with the care of the collection and the facility and the safety of staff and visitors.
 - Responds to rental inquiries showing facility rental space to potential clients.
 - Assists clients with event planning and implementation that complies with established Harn Museum of Art policies.
 - Develops and administers rental contracts, event liability insurance policies, catering licenses, associated correspondence and other related documents, maintaining confidentiality of client and Harn information at all times.
 - Establishes fee schedules and coordinates billing and collection of fees with the Coordinator of Accounting
 - In collaboration with the Facility Coordinator, establishes appropriate setups and custodial service to meet the needs of events.
 - Acts as liaison between rental clients and Harn Museum of Art
- 20% Manages facility use by internal program events and museum rentals by University of Florida groups.
- Schedules space use and publishes accurate internal space use calendars.
 - Manages established facilities use policies with regard to scheduling, equipment, food service and security considerations. In collaboration with the Museum Director and Director of Finance and Operations, establishes and implements policies to meet changing needs and circumstances.
 - Assists with design of event setup requests and coordinates setups/break downs with facility coordinator or designated personnel to ensure events are safe and executed according to risk management and fire/life safety codes.
 - Maintains inventory of the Harn Museum of Art hospitality-related equipment and supplies.
 - Coordinates A/V support requirements with the Director of Museum Technology.
- 20% Administration
- Develops strategies and implements short- and long-range plans to strategically advance the financial affairs of the Harn Museum of Art with respect to creating a consistent income stream that supports the Harn Museum of Art. Constantly reviews processes, promoting efficiency and coordination with the finance office, eliminating unnecessary paperwork and streamlining activities.
 - In collaboration with the Marketing and Public Relations Department, develops opportunities to promote the Harn Museum of Art and the museum rental program.
 - Develops and implements an outreach program to reach new clients and encourage repeat business from established clients.
 - Supports the museum by assisting with institution-wide evaluation programs, including visitor experience, exhibits,

public programs and research services.

- Collects client data to include, but not limited to, how a client heard about the program, whether they are first time or repeat renters, why they chose the Harn, do they intend to return, etc.
- Collects data on competitors in the area, market data, etc. for analysis purposes to determine appropriate pricing and return on investment.
- Develops the annual budget for the museum rental program in collaboration with the Director of Finance and Operations and the Coordinator of Accounting.

10% Supervision

- In collaboration with the Harn Museum of Art Security Supervisor plans and schedules sufficient staffing for all events ensuring the safety of the collection and museum guest.
- Supervises all rental and hospitality staff during events.
- In collaboration with the Human Resource Manager, recruits, hires, trains and evaluates paid and unpaid rental staff in museum policies and procedures, customer service, disaster preparedness, etc.

10% Institutional Leadership and Interaction

- Works cooperatively and productively with other divisions to fulfill the institution's goals and objectives.
- Completes work in a timely and professional manner.
- Establishes strategic methodology to streamline business processes that will promote museum goals, supporting exhibitions and museum programs both efficiently and effectively.
- Keeps privileged information confidential and represents the museum in professional circles and to the public in a manner which shall at all times enhance the prestige and credibility of the institution.

5% Professional Development

- Attends professional meetings when feasible and appropriate.
- Attends training sessions to increase knowledge and skills, with special emphasis on business plans, marketing strategies and museum best practices.
- Actively participates in conferences on local, state, regional and state levels, establishing a presence in organizations by sitting on related committees and boards and presenting at conferences at the various levels.

5% Other

- Other duties as assigned to achieve the smooth operation of the museum.

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Bachelor's degree and two years of appropriate managerial level experience. Superior public service skills, including planning, ability to work with the public, presenting public information, reception and orientation, events management, coordination of support services. Prefer experience working with non-profit agencies.

Must be able to manage complex programs and projects, and to plan and implement new programs. Ability to manage hospitality-oriented programs and build staff teams to accomplish program goals. Must have excellent leadership, motivational and training skills. Ability to manage program financial elements, including bookkeeping, information analysis & report writing, budget preparation and administration. Demonstrated excellence in oral and written communication skills. Demonstrated administrative level experience with word processing, spreadsheet, database applications, floor plan design, event and space scheduling and calendaring.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Museum Preparator of the Harn Museum of Art will perform skilled work, related to the fabrication and installation of museum exhibitions along with being directly involved in the handling, framing, packing and transportation of works of art.

UF CLASSIFICATION, JOB CODE: Harn Museum Preparator I, 003506

WORKING TITLE: Museum Preparator

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

The Museum Preparator shall participate in:

- 45% Matting and framing of artwork, handling the movement of objects, hanging and installing/deinstalling exhibitions, installing/deinstalling and maintaining outdoor sculpture, and arranging lighting in galleries.
- 20% Preparing gallery spaces and displays in advance of exhibition installations
- 15% Preparation of display cases and panels.
- 10% Packing and crating works of art.
- 5% Maintaining and monitoring the condition of displays.
- 5% Perform such other duties as required that may arise in the course of the Museum's development and needs.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Knowledge of the principles, techniques, and equipment used in designing, fabricating and installing exhibitions.

Knowledge of art handling and packing techniques, as well as, a general understand of conservation concerns.

Knowledge of archival matting and framing techniques and materials.

Knowledge of appropriate lighting for museum objects for preservation and aesthetic tastes.

Excellent driving skills because of the necessity to transport art shipments and to travel out of town, including overnight trips.

Skill in handling trucks and fork lifts.

Skill in using a variety of hand and power tools.

Ability to follow design instructions, specifications, and blueprints.

Ability to design and construct shipping crates and perform intermediate-level carpentry tasks.

Ability to paint decorative and interpretive elements in exhibits.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The chief preparator performs skilled work related to the design, fabrication, and installation/deinstallation of museum exhibitions, and is directly involved in the handling, framing, packing and transportation of artwork.

UF CLASSIFICATION, JOB CODE: Harn Museum Preparator II, 003507

WORKING TITLE: Chief Preparator

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 25% Supervises and participates, in partnership with the registrars, in the movement of all works of art in the museum's care, whether internally or externally, including packing and crating works of art for travel. Willingness to travel as courier as required.
- 20% Responsible for the production of display cases, customized mounts and frames, and didactic materials.
- 15% Prepares gallery spaces and displays in advance of exhibition installations.
- 15% Participates in and supervises the matting and framing of artwork, hanging and installing/deinstalling exhibitions, installing/deinstalling and maintaining outdoor sculpture, and arranging lighting in galleries.
- 10% With the curators, participates in planning the design of the gallery space and displays.
- 5% Directs the fabrication of crates for shipping works of art.
- 5% Supervises interns and volunteers.
- 5% Performs such other duties as assigned by the Registrar that may arise in the course of the museum's development and needs.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

- Previous experience working in museum or art gallery
- Knowledge of the principles, techniques, and equipment used in designing, fabricating, and installing exhibitions including working within a limited budget.
- Knowledge of museum-approved materials (acid-free, non-off gassing, archival, etc.)
- Ability to communicate effectively.
- Skill in using a variety of hand and power tools.
- Ability to follow design instructions, specifications, and blueprints.
- Ability to design and paint decorative and interpretive elements in exhibits, such as mounts and other display furniture.
- Ability to design and construct shipping crates and perform intermediate-level carpentry tasks.
- Ability to establish and maintain effective working relationships with others.
- Skill in handling trucks, forklifts, lifts and other forms of moving equipment.
- Driving skill because of the necessity to travel out of town, including overnight trips.
- Familiarity with safe working practices, such as OSHA regulations
- Familiarity with Product Safety Sheets
- Familiarity with ADA regulations

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: Under the supervision of the Senior Registrar, the Registrar for Exhibitions and Loans serves as the primary contact with lending institutions and individuals for designated loan exhibitions and individual loans, and is the primary department liaison with the curatorial department to help organize and implement exhibition planning.

UF CLASSIFICATION, JOB CODE: Harn Museum Registrar II, 003509

WORKING TITLE: Registrar for Exhibitions and Loans

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

Under the supervision of the Senior Registrar, the Registrar for Exhibitions and Loans serves as the primary contact with lending institutions and individuals for designated loan exhibitions and individual loans, and is the primary department liaison with the curatorial department to help organize and implement exhibition planning.

Duties include but are not limited to:

- 25% Maintains relevant records and documentation, including but not limited to managing incoming and outgoing loan paperwork, all exhibition-related documentation, all routine loan object processing, including cataloguing, photographing, condition reporting, labeling and storing objects, routine inspections and reports.
- 20% Communicates between registration, preparation, and curatorial staff to keep all parties apprised of exhibition and loan requirements.
- 15% Assists in design and exhibition installation/deinstallation.
- 15% Arranges shipping and insurance for incoming and outgoing loans for in-house and traveling exhibitions.
- 10% Negotiates loan agreements for incoming and outgoing individual object loans and for traveling exhibitions- both rented and Harn-organized.
- 5% Supervises interns and volunteers.
- 5% Assesses material needs and orders supplies for the registration and preparation departments.
- 5% Serves on Harn committees and participates in other administrative projects as needed.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum requirement: Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate specialization and two years of relevant experience.

Preferred requirements:

B.A. in relevant field with 2-5 years of museum or gallery experience; M.A. preferred.

Knowledge of museum procedures and practices.

Knowledge of museum databases.

Ability to establish and maintain effective working relationships with others.

Data and word processing aptitude.

Ability to communicate effectively verbally and in writing.

Ability to work independently.
Ability to organize and coordinate work assignments.
Highly self-motivated.
Ability to utilize problem-solving techniques.
Detail oriented.
Previous experience working in a museum or gallery setting.
Previous experience organizing, managing, and executing exhibitions.

POSITION NUMBER: 00031758

UF CLASSIFICATION: Harn Museum Registrar I

WORKING TITLE: Harn Museum Registrar I

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

The Registrar I assists as needed with the day-to-day tasks of the Registration Department. This position assists with data entry, filing, collections' and exhibitions' care and maintenance, assist with exhibition installation/deinstallation including art and gallery preparation, and other duties specific to a fine arts institution. This position is time-limited.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

35% Assisting with processing loans and new acquisitions, including database entry, condition reporting and in-house photography.

25% Preparing gallery spaces and displays in advance of exhibition installations, such as painting, patching, denaturing, peeling vinyl, fabricating mounts, contextual labels, and panels as needed.

20% Installing/deinstalling and maintaining art exhibitions, including related art preparation and management.

10% Assisting with care and maintenance of permanent collection.

5% Entering or overseeing location changes into database(s) on a weekly basis; filing as needed.

5% Supervising interns and volunteers as needed, and other duties as assigned; may involve travel related to loan or permanent collection projects.

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications:

Bachelor's degree in an appropriate area and one year of museum, gallery, or fine arts experience.

Preferred Qualifications:

Understanding of, and/or direct experience with: professional museum standards for cataloguing artworks, collections management practices, and registration methods, including art handling experience. Excellent communication, interpersonal, organizational, and writing skills. Attention to detail and willingness to ask questions. Good problem-solving skills. Computer proficiency including experience with The Museum System (TMS) or other museum database software, and Microsoft Word and Excel required. Experience working with basic hand-tools as necessary for gallery and art preparation for exhibitions. Ability to work both independently and as part of a team.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: In collaboration with the Director of Finance and Operations, the Security Guard Supervisor plans, develops, and manages the physical security program, to protect the museum building and objects of art, staff members, and the public therein. Daily involvement in all activities of security staff is required; actively participating in security activities and gallery patrol on a daily basis. The incumbent works in conjunction with the Facilities Coordinator to ensure the facility is properly maintained and access is within the policies and procedures established by the Harn Museum of Art based on museum best practices and AAMD guidelines. The Security Guard Supervisor has supervision over the security staff and OPS employees working at the museum outside the normal hours of operation.

UF CLASSIFICATION: Security Guard Supervisor

WORKING TITLE: Security Guard Supervisor

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

The Security Guard Supervisor is supervised by the Director of Finance and Operations. The Security Guard Supervisor, in collaboration with the Director of Finance and Operations, is responsible for the following:

45% Security and Investigations:

- Participates in the daily operation of physical security controls, while maintaining the highest level of professionalism, customer service and museum standards.
- Investigates incidents resulting in injury to visitors and employees, completing and submitting all necessary reports to management.
- Investigates incidents resulting in loss or damage to objects of art or museum facilities, completing and submitting all necessary reports to management.
- Investigates complaints, incidents, or security violations and prepares necessary reports.
- Assists in the development of security plans for the protection of works of art on the premises.
- Pursues and completes projects necessary to ensure the safety of persons and the security of property.
- Patrols designated areas to check for vandalism, mechanical failure, fire and theft.
- Responds to emergency situations or disasters in an expeditious manner following Harn Museum of Art policies and procedures, contacting appropriate departments, such as but not limited to, the University of Florida Police Department, University of Florida Physical Plant Division, etc. as well as Harn Museum of Art staff as appropriate.
- Acquires and maintains the highest level of knowledge regarding emergency response and best practices in responding to all emergency situations.
- Provides quality customer service and assistance to museum patrons by answering questions, providing general information and giving directions in a positive manner that contributes to the highest level of customer satisfaction.

30% Supervision

- Supervises all security personnel.
- Supervises OPS staff during events scheduled outside normal business hours.
- Develops and issues all security directives and instructions.
- Develops and implements security schedules to ensure complete security coverage for the Harn Museum of Art.
- Develops, plans and conducts security training programs for all new employees and annual in-service training program for security staff.
- Develops, plans and implements training programs to prepare security staff to respond to emergency situations or disasters in an expeditious manner following Harn Museum of Art policies and procedures. Ensures that all security staff acquires and maintains the highest level of knowledge regarding emergency response and best practices in responding to all emergency situations.
- Develops, plans and conducts general security and emergency training programs for Harn Museum of Art employees.

20% Administrative

- Plans, develops and manages the museum's security program.
- In collaboration with the Museum Director and the Director of Finance and Operations, creates security policies

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and procedures to meet the needs of the Harn Museum of Art.

- Develops, coordinates, and monitors the museum safety program, including procedures, training and equipment. Plans and develops communication procedures, including, but not limited to, procedures for responding to fires, alarms, thefts, illegal entry into controlled areas and vandalism.
- Oversees a security budget which covers such items as the purchase/rental and cleaning of uniforms, security equipment, personnel cost and other miscellaneous items. Schedules department personnel to keep within the budgeted levels for salaries, on-call and overtime costs.
- Acts as liaison between the Museum and the University of Florida Police Department and area fire department, law enforcement agencies, and other security and safety organizations.
- In collaboration with the Visitor Services Manager, develops and implements a strong customer service program that creates a dynamic and cohesive security team that provides the highest level of customer service to patrons and staff enhancing the visitor's museum experience.
- Plans, controls, and monitors electronic security systems
- Controls and issues radios, keys, other special equipment and property passes. Instructs employees on proper use, related procedures, protection and return.
- Maintains records, including but not limited to the staff/visitor log, property passes and security log.
- Develops, implements and monitors access, visitor and parcel control systems to ensure that packages are inspected properly, and access is granted to only those so authorized.

5% Performs other duties as necessary to ensure the smooth operation of the Harn Museum of Art.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Bachelor's degree or vocational training preferred.

Three to five years of security and supervisory experience strongly preferred.

In-depth knowledge of security and life safety systems; knowledge of museum policies and procedures; excellent communication skills, both oral and written; excellent supervisory and human relations skills; ability to perform well under pressure. Must be available to work nights, holidays, and weekends and to work varying shifts.

POSITION NUMBER: 00029772

UF CLASSIFICATION: DEVELOPMENT/ALUMNI AFF, DIR 4

WORKING TITLE: Director/Senior Director of Development

DEPARTMENT: Harn Museum of Art

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

Director/Senior Director of Development for the Harn Museum of Art will assist the Museum Director in building a comprehensive philanthropy program. This role has direct and primary responsibility for building the major giving, capital campaigns, and planned giving programs, as well as coordinating with curators for gifts of works of art. Has additional oversight for the museum's annual giving program. This major gift program includes all departments within the Museum. Director/Senior Director will serve on the senior leadership team of the Museum and serve as a mentor for the development team.

THE GOLD STANDARD CULTURE

At the Office of Development and Alumni Affairs (ODAA)/Foundation we are committed to "The Gold Standard Culture" and live it through:

Our Vision: To Be The Best (TB²)

Our Values: As a passionate, competitive, hardworking team, we take great pride in our culture/values of Respect, Accountability, Integrity, Stewardship, Excellence (R.A.I.S.E.).

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each essential function and assign a percentage based on the amount of time spent on that function.

Percentages should not exceed 50%.

[Note: in compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

40% Actively work with the Museum Director and the ODAA to develop, implement and sustain a comprehensive multi-year plan; will lead the major gift program for the Harn, effectively building a pipeline of prospects to ensure future success of the fundraising program. Coordinate all fundraising activities, including identification, qualification, assignment of prospects, as well as cultivation, solicitation, closure, and stewardship. Manage a portfolio of principal gift prospects, coordinated with UF development practices. The primary focus will be gifts of \$100,000 or more from an active portfolio of major and principal gift prospects. He or she will strategically manage relationships through face-to-face visits, following ODAA best practice and steps to identify, learn donor passions and align interests with Museum priorities. This position requires significant travel by automobile and air; maintaining an acceptable driving record that meets insurance requirements as well as an active Florida driver license, in order to meet this function.

40% Build and maintain a strong development team comprised of Annual Giving Coordinator and Senior Secretary. Evaluate staff, develop a strong sense of teamwork, and establish an environment of mentoring and support. Maintain cohesion in the department. Effectively manage the unit development office including: manage using talent management best practices in alignment with the Vision of TB² (To Be the Best) and R.A.I.S.E. Values; ensure best practices in office systems, files and record keeping; ensure effective use of strategic tools and resources such as contact reports, prospect management, research, and analysis, and the Advance database. Monitor and report regularly on the progress of the development program. Collaborate with leadership to further develop individual, foundation, corporate and institutional relationships and partnerships. Lead in the

creation and promotion of a philanthropic culture of giving at the Harn. Plan and monitor the Development office budget. Utilize the resources of the ODAA for best practice in fundraising. Participate with the Harn senior leadership team in setting direction and developing fundraising strategies that meet the funding needs and vision of the Museum. Oversee the Harn National Council, an advisory board made up of major donors to the museum.

- 15%** Assist in developing and implementing a comprehensive communications plan in concert with the Harn Marketing and Public Relations department and the ODAA Communications, and ODAA Research Departments to identify and inform the local, national and international audiences of members, friends and UF alumni. Develop and present major gift proposals, acknowledge and recognize gifts appropriate to the policies and procedures of the ODAA. Coordinate all donor solicitations in accordance with the ODAA and work to engage museum staff in appropriate activities to increase awareness of opportunities related to grants and individual solicitations to benefit prescribed funding needs of the Harn.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

- 5%** Assist the Museum Director with special projects, such as fundraising events. Participate in ODAA and UF training and committees as appropriate and in dialogue with the Director and the Assistant VP for Development.

SUPERVISION

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

Received:

The Senior Assistant Vice President for Development and the Museum Director will provide general supervision and specify goals and areas of special concentration. The incumbent will act independently and make autonomous decisions under the context of broad, clearly defined goals and objectives in the performance of the duties with oversight of the Senior Assistant Vice President for Development and the Museum Director. The incumbent will provide reports and updates on projects as requested. Progress will be evaluated periodically, in addition to annual review.

Exercised:

The incumbent will be responsible for managing employees including recruitment and hiring; training; certifying time and attendance; performance management including performance appraisals, goal setting and performance action plans. Manages staff utilizing talent management best practices in alignment with the Vision TB² and R.A.I.S.E. Values

Annual Giving and Alumni Coordinator, DEVELOPMENT/ALUMNI AFF, CRD 1, Position #00028266
Senior Secretary, Position #00020276

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications:

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Preferred Qualifications:

The ideal candidate will possess:

- Senior Director: Five to ten of progressively responsible leadership experience in development with a demonstrated track record of successful major gift fundraising in a university and/or museum.
- Track record of developing, and retaining a high caliber staff, building a team, and creatively organizing and managing them to maximize the support of external constituencies.
- Excellent organizational and operational skills; confidence and independence in exercising leadership skills and in representing the Museum to external constituents.
- Ability to construct, articulate, and implement an annual strategic development plan.
- Experience in developing solicitation strategies.
- Demonstrated ability to support Harn Museum and UF missions. Collaborative focus. A strong understanding of budgeting practices and financial accountability and the ability to manage resources with prudence and efficiency.
- Ability to work both independently and as a team player who will productively engage with others at varying levels of seniority within and outside the Museum.
- Experience engaging, training, motivating, and staffing volunteers in the cultivation, solicitation, and closing of significant gifts; appreciation for the role of volunteers in building an effective development network.
- Ability to demonstrate the highest standards of ethics as accepted by the professional fundraising community.
- Excellent oral and written communications and interpersonal skills.
- Working knowledge in these areas: Windows, Microsoft Word, Microsoft Excel, Microsoft Access, internet browsers, preferably Internet Explorer, E-mail. Working knowledge of a donor database, contact management and tracking system. Tech savvy with social media awareness desirable.
- The ability and willingness to travel. A valid driver license and good driving record are essential.*

*Business expenses are reimbursed through a standard accounting system. The ability to pay for expenses using your own personal credit card or funds and have them reimbursed is essential.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The senior registrar is responsible for every work of art in the possession and care of the Museum, internally and externally, including security, environmental conditions, handling, transportation, insurance, identification, record keeping, documentation, and physical maintenance, as well as the design and installation of exhibitions.

UF CLASSIFICATION, JOB CODE: Harn Museum Registrar III, 003510

WORKING TITLE: Senior Registrar

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

45% COLLECTIONS MANAGEMENT

Responsible for intellectual and physical control of permanent international art collection and loan objects, including but not limited to managing accession paperwork, incoming and outgoing loan paperwork, storage and shipping arrangements; compiles, researches and maintains interpretive information on the permanent collection; responds to research inquiries and other requests from institutions and the public; responsibility for performing or directing all conservation and preservation activities; manages rights and reproductions to obtain non-exclusive rights for permanent collection.

Directs or performs all routine object processing, including cataloguing, cleaning, photographing, condition reporting, labeling and storing objects; creating and maintaining documentary records, routine inspections and reports.

Manages collections management database (The Museum System by Gallery Systems); develops and maintains protocol, policies and procedures for use of collections management database as main record system; develops and maintains consistent data entry practices, structured vocabulary and uses the program to manage loans and exhibitions; supervises data entry.

Responsible for overall museum Collections Management Policy, including reviewing, updating and enhancing existing Collections Management Policy and collaborating with curatorial staff on balanced growth of the permanent collection.

Maintains museum quality storage space designed to provide safe housing, reasonable access and allowing for maximum flexibility; includes long-range planning for future storage needs, maintains inventory of archival supplies needed for initial storage and continual upgrading of existing storage conditions.

25% EXHIBITIONS MANAGEMENT

Supervises installation, de-installation and maintenance of museum's public exhibition areas; participates in creating long-term exhibition schedule; manages daily registration, exhibition preparation and installation schedule; participates in design of exhibitions, including layouts and design of exhibition furniture such as display cases to ensure appropriate, safe and secure display conditions. Supervises activities necessary for traveling exhibitions and acts as courier as needed.

Directs or performs all routine incoming & outgoing exhibition object processing, including cataloguing, cleaning, photographing, condition reporting, labeling and storing objects; creating and maintaining documentary records, routine inspections and reports.

20% ADMINISTRATIVE ACTIVITIES

Reporting to the director, the Senior Registrar is a member of the senior management team and serves as principal advisor to the Director and senior staff on all aspects of collections management and policy making. Participates in short- and long-term strategic planning.

Supervises a department of three full-time equivalent TEAMS/USPS staff as well as various OPS staff, volunteers and interns as needed. Recruits, trains, and supervises volunteers and paid staff to carry out the responsibilities of the registrar's office.

Manages departmental budget and participates in preparation of grant applications.

Serves on Harn committees and participates in other administrative projects as needed.

5% ACADEMIC AND PROFESSIONAL ACTIVITIES

Collaborates with university colleagues; maintains professional affiliations with colleagues in similar positions; attends and presents at regional and national professional conferences on behalf of the museum; serves on statewide projects relating to collections management and other topics.

5% Other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/departamental/ccestablishing.htm). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Master's degree in an appropriate area of specialization strongly preferred.

Minimum five years of professional museum work, with progressively responsible museum experience preferred.

Experience with collections management database, TMS preferred.

Major in art or art history preferred.

Knowledge of museum terminology and programs.

Knowledge of preservation and restoration principles and techniques.

Knowledge of examination and evaluation methods for examining condition of art works and specimens.

Skilled in coordinating preservation, restoration and shipping activities.

Skilled in developing and maintaining documentary information in an organized manner.

Ability to communicate effectively verbally and in writing.

Ability to determine work priorities, assign work and insure proper completions of work assignments.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Senior Security Guard is responsible for providing the highest levels of customer service and security for the Harn Museum of Art, to include, but not limited to physical security protecting people, artwork and the facility; the investigation of suspicious activities, damage, accidents and other incidents; assisting with planning, controlling and monitoring security systems; responding to emergencies; assisting the security guard supervisor in communicating with, motivating, and training employees, maintaining morale, planning and directing their work; and serves, as assigned, as security supervisor in the absence of the security guard supervisor and has supervision of the OPS employees working at the museum outside the normal hours of operation.

UF CLASSIFICATION, JOB CODE: Security Guard II, 003834

WORKING TITLE: Senior Security Guard

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

The Senior Security Guard, who will be supervised by the Harn Museum of Art Lead Senior Security Guard and Security Supervisor, will have the following responsibilities:

65% Security:

- Participates in the daily operation of physical security controls, while maintaining the highest level of professionalism, customer service and museum standards.
- Investigates incidents resulting in injury to visitors and employees, completing and submitting all necessary reports to management.
- Investigates incidents resulting in loss or damage to objects of art or museum facilities, completing and submitting all necessary reports to management.
- Assists in the development of security plans for the protection of works of art on the premises.
- Pursues and completes projects necessary to ensure the safety of persons and the security of property.
- Patrols designated areas to check for vandalism, mechanical failure, fire and theft.
- Responds to emergency situations or disasters in an expeditious manner following Harn Museum of Art policies and procedures, contacting appropriate departments, such as but not limited to, the University of Florida Police Department, University of Florida Physical Plant Division, etc. as well as Harn Museum of Art staff as appropriate.
- Acquires and maintains the highest level of knowledge regarding emergency response and best practices in responding to all emergency situations.
- Provides quality customer service and assistance to museum patrons by answering questions, providing general information and giving directions in a positive manner that contributes to the highest level of customer satisfaction.

15% Systems:

- Assists with planning, controlling and monitoring electronic security systems.
- Assists with maintaining records, including but not limited to the staff/visitor log, property passes and security log.
- Assists with the development and implementation of an effective control system, inspecting packages and monitoring building access to ensure that access is granted to only those so authorized.

10% Acting Supervisor:

- In the absence of the Security Guard Supervisor, and as assigned, supervises all security personnel and OPS staff during events scheduled outside normal business hours.
- Assists with the development of security schedules to ensure complete security coverage for the Harn Museum of Art.
- Assists with developing, planning and conducting security training programs for all new employees and annual in-service training program for security staff.
- Assists with developing, planning and conducting general security and emergency training programs for Harn Museum of Art employees.
- Provides timely and accurate information to management on unusual conditions of situations within the Museum.
- Keep up-to-date on policies, procedures, and the status of facilities. Monitors operations, programs, and changes in laws or ordinances that might affect the Museum.

5% Other Activities:

- Provides security desk coverage, on an as-needed basis, providing the highest level of customer service to staff and visitors.
- Assists with the setup and breakdown of equipment, chairs, and tables for Harn activities.
- Provides security escorts, as assigned, for maintenance or other activities throughout the museum.
- Assists with the monitoring of climate control conditions within the Harn Museum of Art.

5% Performs other duties as necessary.

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Ability to deal effectively with individuals.

Ability to recognize dangerous or potentially dangerous situations.

Ability to investigate suspicious or unusual events.

Ability to work without close supervision and to make independent decisions.

Ability to respond calmly in an emergency situation and determine proper course of action.

Ability to understand and apply rules, regulations, policies and procedures relating to a security program.

Ability to make accurate observations.

Ability to follow verbal and written instructions.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Strong attention to detail.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: Coordinator, Business and Financial/Auxiliary Services I, working with the Director of Marketing and Public Relations, is responsible for all aspects of the museum store and sales. The incumbent is responsible for purchasing, merchandising, inventory control, product development, marketing and budget. She/he is responsible for the supervision of full-time and part-time staff and sales volunteers. The incumbent recommends policies related to areas of responsibility and implements those approved. The incumbent works with the Consignment, Product Development and Communication Committees, and other committees as deemed appropriate.

UF CLASSIFICATION, JOB CODE: MRG, Warehouse/Store, 002205

WORKING TITLE: Harn Museum of Art Store Manager

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 20 % **Store Operation**
In coordination with the Director of Marketing and Public Relations, undertakes overall management of the Museum Store and museum sales, and develops operational policies and procedures related to sales transactions, accounts, customer service and other related areas. Implements and directs the retail/wholesale mail order, website and remote store operation.
- 20% **Inventory Control**
Undertakes all aspects of inventory control including receiving, returns, annual physical inventory and maintaining adequate stock of best-selling items, including consignment merchandise. Develops and maintains inventory records of all merchandise including original art, consignment work and product development pieces.
- 20% **Product Selection/Development**
Searches for new products and working with a product development committee, initiates, develops and implements new merchandise to complement rotating exhibitions and support the Harn brand. In coordination with the consignment committee, solicits and selects original works of art through the consignment process for sale in the museum store.
- 15% **Marketing**
In coordination with the Director of Marketing and Public Relations, initiates and plans marketing strategies, sales promotions, and initiates sale opportunities related to various museum exhibitions and programs. Coordinates the creation, maintenance and rotation of product displays to create a visually interesting experience and stimulate consumers to spend more. Assists in measuring visitor response to marketing efforts for the museum.
- 10% **Personnel**
In coordination with the Human Resources Manager, hires, trains, evaluates, and works with museum store staff and sales volunteers to ensure outstanding customer service. Also responsible for terminating store staff.
- 10% **Budget/Financial**
In coordination with the Director of Public Relations and Marketing, prepares the museum store budget, and is responsible for managing the approved budget. Works toward sales goals as set in the Museums Five-Year Strategic Plan.
- 5% **Professional Development**
Maintains active membership in state and national Museum Store Association chapters for professional networking, enhanced sales vision and marketing and purchasing opportunities.

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- Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.
- Sound background in retail and wholesale business; and knowledge of inventory control, accounting and merchandising.
- Knowledge of product development particularly as it applies to a non-profit institution; creative; knowledge of visual display and appealing installations
- Experience in supervising staff and volunteers and scheduling work.
- Excellent customer service skills.
- Sound verbal and writing skills; excellent organizational skills; and self motivated.
- Ability to establish and maintain effective working relationships and to work well with others in a team situation.
- Must be able to lift and carry objects up to 30 pounds.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: Provides clerical support to the office of the Director of the Harn Museum of Art.

WORKING TITLE: Assistant to the Director

ALL POSITIONS:

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- 50% Works independently and is highly self-motivated. Makes routine contacts for the Director and collects and assembles data into a finished product. Types the Director's correspondence and reports and maintains office files. Creates PowerPoint presentations for public speaking engagements, lectures and member pARTies. Communicates well orally and in writing. Displays superior public relations and diplomatic abilities and a high level of professional secretarial skills. Displays knowledge of art terminology, however, this skill may be acquired.
- 30% Receives and directs incoming telephone calls and answers routine questions. Arranges appointments and maintains the Director's calendar. Schedules itineraries, arranges air and land transportation and makes hotel reservations for travel, meetings and conferences. Creates Travel Authorizations and Expense Reports through the university online system, as well as PRFs for museum's internal accounting system for travel, hosting events and miscellaneous purchases. Maintains Director's budget for accounting purposes. Inputs current data for quarterly university Effort Reporting system. Has daily contact and interaction with local business leaders, local, state and federal government officials, and major donors.
- 10% Performs related work as required in multi-task office.
- 5% Serves as recording secretary at museum business meetings, including final preparation of all minutes for distribution.
- 5% Coordinates special events for the Director's office, working with caterers and other service providers.

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Excellent public relations skills.
Excellent secretarial skills.
Ability to work independently.
Highly self-motivated.
Familiar with UF business procedures and work flow, strongly preferred.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Visitor Engagement and Volunteer Coordinator is responsible for creating and presenting educational programs that enhance public understanding of the museum's collections, research, and exhibitions including programs for family, general adult and university audiences. This position is also responsible for managing all aspects of the operation of the Bishop Study Center and has direct oversight of the volunteer program for the Harn Museum of Art

UF CLASSIFICATION, JOB CODE: Education/Training Spec II, 002702

WORKING TITLE: Visitor Engagement and Volunteer Coordinator

ALL POSITIONS:

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40% PROGRAM DEVELOPMENT AND RESEARCH

In collaboration with curators, educators and other senior staff conceptualizes and plans programs for adult audiences, including lectures, gallery talks, and other events for both university audiences and the general public.

In collaboration with curators, educators and other senior staff conceptualizes and plans programs for family audiences, including Family Days, Story Time at the Harn, etc.

With the Director of Education, develops and executes monthly Museum Nights events.

Collaborates with Coordinator of Gallery Interpretation and School and Educator Programs to produce Family Guides for exhibitions.

Collaborates with Coordinator of Gallery Interpretation and School and Educator Programs to develop Art Camps.

Conceptualizes and administers outreach programs that service diverse audiences, promoting collaboration among the University, museum and community including, but not limited to Elementary Art at the Library.

Keeps informed of professional methods and literature regarding museum activity centers, museum library practices and volunteer program management.

In collaboration with the education, registration and curatorial departments, maintains and further develops the growing educational Hands-On Collection.

Collaborates with the University of Florida Libraries to support a cooperative agreement that integrates the Bishop Study Center holdings into the online catalog of the University of Florida.

Seeks grants for existing and new programs.

40% CONDUCT AND MANAGE PROGRAMS

Creates activities for visitors of all ages for use in the Bishop Study Center and throughout the galleries.

Creates and presents educational programs that enhance public understanding of museum collections, research and exhibitions, in collaboration with museum curators and Art Learning and Docent Program Coordinator.

Plans and coordinates exhibitions based on UF art from classes, museum staff and community partners for Goforth Hallway.

Conducts/manages exhibition-based programs for students, families, educators and community-based groups of various abilities and backgrounds.

Develops, manages and evaluates all family-oriented programs such as, but not limited to, Family Days and

Revised January 8, 2016

Elementary Art at the Harn.

Supports the Education Curator of Academic Programs and coordinates with the Coordinator of Gallery Interpretation and School and Educator Programs in running the MUSE (Museum University Student Educators) program in connection with Museum Nights.

Collaborates with Coordinator of Gallery Interpretation and School and Educator Programs to conduct and manage Art Camps.

Attends and supervises museum events and coordinates programming aspects.

Submits adult, community and family program promotional copy to Marketing and Public Relations.

Collaborates with marketing and public relations department to produce and disseminate promotional flyers.

Responsible for video and/or photographic documentation of family and adult program events.

Initiates and coordinates contracts, travel, housing and hospitality arrangements for visiting artists, scholars and performers, working with other museum staff as necessary. In addition, the Coordinator negotiates and coordinates events with co-sponsors while working in conjunction with museum staff to involve scholars, artists and community partners and conducts tours as needed.

Manages the museum's volunteer program, including:

- Recruits volunteers from throughout the community using various methods, including attending off-site volunteer recruitment fairs and by contacting key internet, community and university resources. Collaborates with Marketing/PR to design and create flyers and upright table displays to recruit volunteers from across campus.

- Collaborates with HR Manager on creating meaningful and detailed position descriptions for volunteer positions and ensuring that appropriate background checks and training are completed.

- Coordinates with each department to assess its current volunteer needs and solicits requests for volunteers from each department.

- Processes volunteer applications and coordinates the appropriate placement and transfer of volunteers

- Interviews prospective volunteers, collaborating with HR Manager to conduct required background checks.

- Maintains and updates the volunteer handbook as necessary and provides to volunteers upon start of their assignment. Ensures all new volunteers attend orientation with HR Manager and are familiar with UF and museum policies and procedures.

- Ensures that all volunteers are familiar with, and comply with the provisions of the museum's Code of Ethics, especially portions pertaining to the specific department in which they will serve.

- In collaboration with education and museum staff, continue implementation of an on-going training schedule for museum volunteers on various topics related to the museum.

- Schedules Bishop Study Center volunteers, as well as volunteers for other educational programs and events

- Oversees supervision of volunteers in each museum department, and directly supervises volunteers serving in the Bishop Study Center and those assisting with all educational programming

- Provides references and letters of recommendation for volunteers as requested

- Organizes and coordinates the annual Volunteer Appreciation Reception each spring, recognizing museum-wide volunteer contributions through service awards

Provides support to all volunteers and those who supervise volunteers to ensure good morale and commitment to the mission of the Harn Museum

20% ADMINISTRATIVE DUTIES

Orders all educational resources and magazines for the study center relating to the museum's exhibitions and collecting areas; orders all necessary equipment, furniture and supplies relating to the function of the Study Center.

Oversees inventory of Study Center print and multi-media holdings and a computerized, searchable catalog.

Responds to informational requests regarding the volunteer program, exhibition information and study center research through fax, e-mail and telephone.

Maintains a tracking system of volunteer numbers, hours and placement.

Oversees department program history log, ensuring that it is up to date and includes data from each museum tour, and each Bishop Study Center visitor.

Coordinates compilation of all data for tours, volunteer program information and school-related information and provides analysis for annual reports, fiscal year reports, exhibition evaluations and grant reports.

Processes all administrative documents, including Purchase Request Forms ("PRF"s), maintenance work orders and IT requests for both the Bishop Study Center and volunteer programs.

Provides personnel resources for volunteers, including laminated name badges and parking permits, and maintains personnel files on each museum volunteer.

Coordinates with Human Resources Manager regarding background checks and youth protection training for volunteers, especially those involved with children's or family programs.

In collaboration with the Director of Education, develops and monitors the Visitor Engagement, Volunteer and the Bishop Study Center budgets.

In collaboration with the Director of Education, designs and implements an annual strategic plan for the Bishop Study Center, adult and family programs, and the Volunteer Program to include budget proposals and a summary of yearly accomplishments and goals in support of the Museum's 5-year plan, mission and vision statement.

Attends all staff, exhibition committee and departmental meetings.

Assists the development department in gathering data and preparing information for grants.

Arranges for necessary set up of audio visual equipment, furniture and supplies for programs.

Provides coverage for the Bishop Study Center in the absence of the Bishop Study Center Assistant.

Collaborates with university colleagues and serves on university-wide committees, including the Common Reading Program program committee.

Develops and supports Harn programs for students in IUF 1000: What is the Good Life.
Represents museum through continual interaction with the public.

Establishes and maintains professional affiliations with colleagues and attends and presents at national professional conferences.

5% **OTHER DUTIES AS ASSIGNED**

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BA in art history/education/administration preferred.

Successful experience in a customer service environment.

Positive, team spirit essential.

Prior museum employment preferred.

Background in art history, volunteer management and experience in library field helpful.

Professional attire, computer fluency, and people skills required.