

Job Class Profile: Collections/Exhibitions Program Supervisor**Pay Level: CG-43 Point Band: 1038-1081**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	2	4	7	7	6	5	2	
Points	327	100	13	19	210	152	124	107	21	1073

JOB SUMMARY

The Collections/Exhibitions Program Supervisor performs responsible professional supervisory work in the overall co-ordination, implementation, evaluation and timely delivery of the Provincial Museum Division's collections and exhibitions programs. Work involves responsibility for overseeing collections development and management plans, exhibition plans and schedules including incoming travelling exhibitions and the timely delivery of in-house temporary and permanent exhibitions. In conjunction with Program Managers of the Art Gallery and Archives, is responsible for the co-ordination and timely delivery of multi-disciplinary exhibitions as well as contributing to institution-wide exhibit scheduling. Participates in the development of public and school education programs, based on the collections and exhibition programs, and in the development of volunteer opportunities within the division. Also responsible for the direct supervision of the curatorial team, collections management staff, contract employees, interns and volunteers.

Key and Periodic Activities

- Oversees the management of projects in collections and exhibit development within the Museum by supervising and consulting on projects; troubleshoots and problem solves project related issues; develops and tracks budgets and by developing, maintaining and updating temporary, permanent and travelling exhibition schedules.
- Implements the Operational Plan of The Rooms through the realization of divisional and institutional-wide goals in the areas of collections management, exhibit development and scheduling. Supervises the development, implementation and management of the Museum's permanent collections including those provided for the Community Museum Loans Program and to the regional museums and provincial historic sites.
- Participates in strategic planning by making recommendations to the Museum Director and other management staff on the Museum's collection and exhibition programs, curatorial unit operations and related policies.
- Supervises all professional and technical work within the curatorial team and co-ordinates work required for collections and exhibitions projects.
- Supervises the daily operations of the curatorial team and participates in the recruitment of curatorial staff.
- Develops and oversees consultant/service contracts.
- Manages and oversees collection and exhibition development budgets.

Key and Periodic Activities

- Guides the development, documentation, management and security of, and access to, the Museum's permanent collection.
- Develops and manages external partnerships. Participates in partnerships across government to plan and design special projects related to the collections and exhibitions programs. Liaises and negotiates with provincial heritage groups and community stakeholders regarding heritage initiatives and programs.
- Liaises with divisional representatives on the development of multi-disciplinary exhibits and programs to ensure delivery of exhibits and programs.
- Co-ordinates, implements and monitors policies, plans and procedures for collections and exhibition programs. Assists with policy and procedure development, implementation and compliance.
- Monitors the implementation of the goals and objectives of the Museum's collections and exhibitions programs.
- Consolidates recommendations from the curatorial team on operational matters including budget projection.
- Assists Director in the development of divisional and individual work plans.
- Assists in the preparation of reports for grant applications.

SKILL

Knowledge

General and Specific Knowledge:

- Newfoundland history and heritage.
- Collections management.
- Exhibition design and development.

Formal Education and/or Certification(s):

- Minimum: Masters Degree in Museum Studies or related field (Folklore, History, Anthropology).

Years of Experience:

- Minimum: 3 – 4 years of experience.

Competencies:

- Project management skills.
- Budget management skills.
- Presentation skills.
- Computer skills.
- Strategic Planning skills.
- Report and proposal writing abilities.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from others; asking questions to gain information; communicating complex information and direction to

others; coaching or mentoring staff; facilitating meetings and gaining the co-operation of others to complete work tasks and address project issues. The nature of work performed involves co-ordinating and troubleshooting project issues (i.e. technical, functional, strategic, interpersonal, workflow or budgetary) which requires attentive listening and communicating complex information by facilitating meetings and generating action plans.

- Interaction occurs with employees within the immediate work area, department and other government departments as well as outside agencies; supervisors and managers; suppliers; students; Departmental Executives; the general public as well as senior representatives from other provincial and international museums and cultural organizations.
- The most significant contacts are the Divisional Director, The Rooms Chief Executive Officer and other Divisional Directors and senior museum and cultural professionals in partner organizations and institutions regarding research and content development partnerships, loans, tours and consults.

EFFORT

Physical Effort

- Work demands do not typically result in fatigue, requiring periods of rest.
- Lifting and moving is typically not required.
- Sitting is required as the nature of the work performed is generally office work at a desk with some standing and walking throughout the building to assess situations in exhibit halls. Some driving is required to travel to off-site storage sites and regional museums.
- Fine finger or precision work is required to operate a computer to complete work tasks.

Concentration

- **Visual** concentration is required to review the work of others for clear content, factual accuracy and strength of arguments. Required to assess the quality of a variety of written and graphical products requiring close attention to detail.
- **Auditory** concentration is required to listen to staff and upper management in order to facilitate operations and communications.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is evident when inspecting off-site storage facilities for potential hazards.
- **Time pressures, deadlines and interruptions** are common as multi-tasking is required to complete work tasks. Staff issues are ongoing and pressure exists to produce high quality, large projects on time and on budget.
- **Lack of control over work pace** sometimes occurs to have an exhibition ready for its opening date or to deal with requests from management.
- **Exact results and precision** is required in the development of reports, proposals and documents to be submitted to and reviewed by management (requires clarity and precision of language, tone and writing style). Attention to detail is important.

Complexity

- Work involves a series of tasks and activities which are different and require a broad range of skills and diversity of knowledge.
- Typical challenge would involve managing a multi-functional team to produce materials and

products leading to the completion of complex exhibition and collection projects on time and on budget. This involves co-ordinating team members to identify issues, strategize solutions and implement changes. Work also involves complex negotiations and contracts with external service providers.

- References available to address typical issues include organizational policies, procedures and there are prescribed processes in place to guide project development and execution. Often, typical challenges have no straightforward solutions and require creative problem definition, analysis and development of complex solutions.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled, however, work is performed with considerable autonomy and independence.
- Independent decisions are made regarding assigning work plans on projects and directing team members; sign-off on purchases and approve the use of materials (intellectual and physical) to build exhibits and collections infrastructure.
- Supervisory approval is required for large purchases (over \$500.00); contracting services; major partnering initiatives and any major deviations from approved project pathways as developed.
- Some discretion is exercised regarding deploying staff to work on various phases of projects, determining how that work will be performed and in what order.
- Discretion and judgement are exercised to interpret human resources guidelines and directions in relation to the work performed by staff and to negotiate external research and content partnerships and to manage relations with external groups and individuals.
- A high degree of independent discretion and judgement is exercised in the overall management of exhibitions and collections projects.

Impact

- Tasks and activities are directly felt within the immediate work area, department, inside and outside the organization and on the general public since exhibits, programs, publications, presentations and collections are available to the public.
- Tasks and activities directly impact processes and systems in terms of exhibitions and collections related project development; information produced in terms of accuracy; finances related to the budgets for exhibits and collections; facilities; human resources (i.e. curatorial staff) and corporate image since exhibits and collections are open to the public.
- Consequences of mistakes or errors are felt within the immediate work area, department, inside and outside the organization and on the general public. They are also felt in the processes and systems utilized in project development; accurate public information; project budgets; material and human resources assigned to projects and corporate image in terms of producing historically accurate collections and exhibitions programs.
- Consequences in the event of a mistake or error are typically identified and resolved within a month.

Development and Leadership of Others

- Responsible for the supervision of a medium size work group (5 to 10 employees).
- Provides advice, guidance, direction and feedback to staff; orientating new staff; providing input for performance assessments, staffing and recruitment; leading project teams; delegating/allocating tasks; organizing, coordinating, checking and reviewing the work of colleagues.

WORKING CONDITIONS

Environmental Working Conditions

- No special precautions or safety equipment are required.
- Likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability typically do not apply.
- Travel is required to regional museums and abroad for work purposes including conferences.