

Sul Ross State University Position Description

Official Title: Director of the Museum of the Big Bend

Job Code: 1231

Salary Group: Unclassified

Summary

Function: To direct all functions of the Museum of the Big Bend.

Scope: The Museum of the Big Bend is a regional history museum located on the campus of Sul Ross State University in Alpine, Texas.

Duties

Essential: Responsible for planning, administration, and day to day operation for general museum with emphasis on history and archeology in Trans-Pecos Texas including collection management, exhibit development, gift shop, and educational programs. Fund raising activities with private, state and federal sources. Involve Museum in the academic program at the University. Department heads are responsible for content and maintenance of their department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Position reports to Provost and Vice President for Academic and Student Affairs.

Given: Supervises museum staff including Curators, Assistant to the Director, part-time students and community volunteers.

Education

Required: MA in museum science, history, anthropology, or related discipline.

Experience

Required: Five years experience in responsible museum position; basic computer skills.

Preferred: Fund raising.

Equipment/Skills

Required: Organizational and communication skills.

Working Conditions

Usual: Office conditions as well as museum gallery, collections preparation storage areas. Normal office hours; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2007