Classification Description

Job Title: **Exhibitions and Collections Specialist** **Pay Grade:** **109**

Job Code: **3651** **FLSA Status:** **Exempt**

Job Purpose

This position is responsible, professional work providing advanced level administrative support requiring the ability to coordinate the completion of multiple tasks or projects within established time frames for the FSW Exhibitions and Collections Department. The Exhibitions and Collections Specialist performs complex work involving independent planning, coordinating exhibition and gallery activities, assisting in the day-to-day operations of FSW exhibitions, the Museum of Medical History, the Bob Rauschenberg Gallery and the Rush Gallery.

General Responsibilities

Essential Functions

Assists in the day-to-day operations of the Bob Rauschenberg Gallery, Museum of Medical History and Rush Collections. This includes, but is not limited to, the maintenance of collections facilities and equipment via placing work orders through the FSW Facilities department.

Executes and maintains condition reports, loan agreements, and inventory of all owned and borrowed artifacts.

Assists with preparation of the annual budget and tracking of daily budgetary spending for Exhibitions & Collections.

Assists in the construction and regular updating of websites and related social media outlets of each unit affiliated with Exhibitions & Collections.

Provides information for and working with Director of Exhibitions & Collections and College public relations personnel as needed to market events and activities

Provides support in the preparation of annual unit plans for the Rauschenberg Gallery, the Museum of Medical History and other collections operations.

Assists with grant proposals and collaborates with the grants office to solicit grant funding of benefit to museum and gallery operations and exhibitions.

Maintains cordial relations with support staff, student assistants, museum guards and volunteers. Oversees and assists in the facilitation of activities and involvement of the Bob Rauschenberg Gallery docent groups.

Acts as a liaison for the galleries and museum with faculty, staff, students and community visitors.

Communicates with artists, museums, galleries and lending institutions regarding the sharing, lending and coordination of exhibits.

Participates in hands-on involvement with the staging, mounting and lighting or deinstallation, packing and preparation for return shipping of exhibitions, as needed.

Coordinates the accurate and timely completion of both routine administrative department functions.

Prepares board materials, presentations for College, public or community organizations, and reports or materials as required by the supervisor.

Coordinates intra- and inter-departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, meeting agendas.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Prepares and disseminates routine departmental reports and special reports as requested.

Assists supervisor in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, report preparation.

Coordinates and maintains departmental filing system, to include supervisor's files, all department records, forms, reports, etc.

Monitors and manages assigned budgets, to include grant budgets where applicable.

Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Maintains department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Assists supervisor as directed in performing administrative support and coordination related to budgetary responsibilities, which may include development, revision, and analysis.

Coordinates and supervises special projects that may be complex and specialized in nature as assigned.

Represents the supervisor at meetings, events and other forums as required.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years of experience providing administrative support to a senior or executive level leader in a business or institutional setting. Appropriate administrative experience may be substituted for the degree on a year-for-year basis.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 1, 2009. Revised: February 14, 2011, October 17, 2013, July 1, 2014, September 10, 2015, June 17, 2016, January 1, 2020, September 23, 2022(r), July 1, 2023, and July 1, 2024, January 27, 2026 (r).