

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Museum Director

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-1855

**STATUS & GRADE:** E-NC

**DATE:** 04/1999

**DEPARTMENT:** Sam Houston Memorial Museum

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

**NATURE & PURPOSE OF POSITION:** Administers and directs all programs and activities of the Sam Houston Memorial Museum.

**SUPERVISION GIVEN & RECEIVED:** Receives general direction from the President. Responsible for supervision of all positions at the Museum. Directly supervises Curators, professional staff, and non-professional support staff as needed.

**PRIMARY RESPONSIBILITIES:** Responsible for policy making, planning, organizing, staffing, directing and/or supervising the ongoing activities and programs of the Museum. Interprets and/or applies complex policy matters, recommendations, or other guidelines pertaining to Museum management. Responsible for professional practices such as acquisition, preservation, research, interpretation, and exhibition of artifacts, objects, manuscripts, books and other historical materials. Responsible for long-range planning, grant writing, and other Museum developmental activities. Plans and carries out a public relations program and promotes interest in the Museum within the local community and across the state. Responsible for financial management including preparation and administration of Museum budget within guidelines set forth by University administration. Plans and budgets for hiring and training of personnel. Acknowledges donations and gifts to the Museum, and accepts such gifts with the context of an accepted acquisition policy. Encourages the use of the Museum as a research facility and develops plans for furthering the Museum collection. Develops and implements ongoing programs for the use of Museum facilities and collections by individuals and groups. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Works with an Advisory Board to further the Museum's goals. Speaks to a variety of groups, both professional and non-professional, on Museum programs and activities. Works with Sam Houston State University academic departments to promote a close relationship between the Museum and their programs. Is encouraged to remain active in state and national museum and historical professional societies and associations.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**