Definition of Class
This is a professional position in which the incumbent oversees the Museum’s Greek and Roman antiquities collections and coordinates community outreach in relation to the Collection. The incumbent frequently makes decisions exercising discretion and independent judgment in providing oversight of project communications, meetings; project milestones and deadlines tracking; communicating with exhibition design consultants, managing project files and project archiving, and assisting with coordination of project fundraising, donor cultivation, and grant writing and research activities. This position reports to the Museum Director.

Examples of Work Performed
Coordinates community outreach in relation to the Collection, promoting the Collection on campus and within the Memphis and regional Greek-American community.

Assists Classics faculty in identification of objects and subject matter to generate scholarly discourse on the collections.

Advises or selects objects for coursework based on faculty need. (Images; file information in packets; etc.)

Supervises students, both undergraduate and graduate. May provide guidance to Classics interns when partnering on Collection-related research.

Speaks about the collection to visiting classes and Classics scholars, provides tours, access to collections and campus classroom visits.

Updates Antiquities Collections Database: compares and consolidates files, enters publications, purchase records, notations and label revisions to official files.

Responds to inquiries about the Collections, as needed.

Coordinates the storage, organization, and accessibility of antiquities objects in the Collections Storage. Organizes objects by material, utility, and period; organizes coins by region, image, and chronology.

Maintains familiarity with the known provenance and value of objects and a high awareness of preservation and conservation issues in the handling and storage of the antiquities collection artifacts.

Supervises digitization (digital photography) of objects in the antiquities collection; formats for print, online use and Collections Database.

Conducts exhibit installation; and casework and display assembly. Utilizes power tools, table saw, and framing materials. Handles fragile artifacts requiring specialized procedures specific to object type.

Assists with Museum Shop training, pricing, register programming, shop giveaways and contests, and research in consideration of new products and vendors.

Performs similar or related duties as assigned or required.
Essential Functions
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the Museum’s Greek and Roman antiquities collections.
2. Coordinates community outreach in relation to the antiquities Collection.
3. Provides oversight of project communications, meetings; project milestones and deadlines tracking.
4. Assists with coordination of antiquities-related fundraising, donor cultivation, grant writing and research activities.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements:
These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.
Vision: Requirements of this job include close vision and color vision.
Speaking/Hearing: Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or crawl; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and climb or balance.

Experience/Educational Requirements:
Education: Bachelor’s Degree from an accredited four-year college or university in Art/Art History, History, Anthropology or a related field.

AND

Experience: Two (2) years of experience related to the above described.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called to an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EO/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.