JOB DESCRIPTION

Program Coordinator - University Museums

Definition of Class
This position assists in collecting, documenting, researching, studying, preserving, exhibiting, and interpreting objects and artifacts related to the history of the University and reflecting the cultural heritage of Oxford, North Mississippi, and the State. The incumbent assists the Director in the daily operations, organization, management, planning, developing, and evaluating of recurring projects and programs.

Examples of Work Performed
Performs administrative duties related to the daily operation, organization, and management of the University’s museum.

Coordinates the membership program and facility rentals.

Coordinates external communications, public relations, and marketing activities (including print newsletter.

Coordinates special events and maintains the master event calendar.

Coordinates and participates in assigned special and recurring projects and programs to include planning, development, implementation, and evaluation.

Develops new projects and programs from oral instructions or brief descriptions.

Coordinates the implementation and operation of assigned projects and programs; provides guidance and instruction to staff members and students assisting with the project or program.

Confers with the University and external personnel in regard to material to be prepared; gathers data from records, reports and/or interviews and adapts to proper style of presentation.

Prepares reports, new stories/press releases, bulletins, newsletters, brochures, presentations and/or other informational material for internal and external distribution.

Serves as a liaison to internal and external constituents.

Conducts research for and develops exhibitions.

Designs and prints posters, flyers, and banners.
Maintains all grant files.

Maintains all exhibition records and files.

Interfaces with the public relations department to schedule photo sessions.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in planning, preparing, researching, and designing of exhibit promotion, exhibits, and exhibit programming.

2. Maintains all fiscal, donor, personnel, and exhibit documents for museum and grant accounts.

3. Coordinates scheduling, reception, publicity, and promotion for museums.

4. Trains and supervises student assistants in exhibit, graphic, and office management techniques.

**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; walk; stand; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.
Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in an Arts related field.

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

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