

Salary Survey 2025 Position Descriptions

P1. Director/Executive Director/Chief Executive Officer

Description: Provides visionary leadership and strategic direction for the organization, ensuring its mission, sustainability, and impact. Directs the daily work activities of the organization. Accountable for the successful execution of organizational programs, policies and procedures. Responsible for overseeing the effective utilization of the organization's financial and human resources. responsible for professional practices such as acquisitions, deaccessioning, preservation, research interpretation and presentation. Reports to the Board of Directors.

P2. Deputy Director

Description: Functions as an intermediary between the Director and one or more of the primary staff or departments of the museum. May direct the daily activities of one or more major program or support function of the organization. Responsible for budget, personnel, and operations within designated area of responsibility.

P3. Chief Operating Officer/Chief Administrative Officer

Description: Responsible for overseeing the operations of the museum. This may include but is not limited to services (including service contracts), purchasing, IT, and facilities/building maintenance. Supervises several administrative and operational professionals.

P4. Chief of Staff (NEW)

Description: Facilitates effective communication and decision-making between the Director's Office; the museum's leadership team; all staff; and Trustees. Effectively manages the Director's priorities and schedule. May provide strategic advisory, administrative and organizational support to the Director. May supervise other members of the Director's office.

P5. Assistant to Director/Executive Assistant

Description: Manages daily office operations of Director, ensuring seamless execution of administrative functions, allowing the director to focus on strategic priorities.

P6. Chief Financial Officer (NEW)

Description: Directs and supports the museum's full range of financial and accounting functions, consulting and advising on all financial issues, compliance, and risk management. Oversight responsibilities include but are not limited to organizational budget, accounts receivable, accounts payable, payroll, and grants administration. Head of the Finance department. May liaise with investments or investment committee of the board.

P7. Controller (Formerly Director of Finance/Finance A)

Description: Manages and directs activities involving finance. May include investment management, accounting, budgeting for the museum, and audit responsibility (external audit and/or annual internal audits). May interpret accounting reports to management and board. May supervise members of accounting and/or finance departments.

P8. Business Operations Specialist (Formerly Assistant Director of Finance / Finance B)

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Description: Provides information and insights in support of business decision making across the organization. Develops and refines the tools necessary to promote fiscal responsibility in the organization. Responsible for conducting primary and secondary research and analysis of various financial and operating data. May perform some accounting functions. May report to Controller or Chief Financial Officer.

Alternate title(s): Business Analyst

P9. Accountant (NEW)

Description: Performs various professional accounting duties including maintenance and analysis of accounting records, preparation of accounting schedules, reports and financial statements; prepares journal entries and reconciles ledger accounts; ensures compliance with organization's policies, procedures and contracts.

P10. Finance Administrator (NEW)

Description: Processes a variety of accounting transactions. Depending on department size, may work across full range of accounting transactions, or, may have a specific area of responsibility reflected in their title (accounts payable, accounts receivable, payroll, etc). Maintains accounting files in accordance with department procedures. Performs related general clerical duties and provide other support for accounting or finance staff.

Alternate title(s): Accounts Payable Administrator/Accounts Receivable Administrator/Payroll Administrator

P11. Chief Development Officer (Formerly Director of Development / Development A)

Description: Responsible for successfully overseeing the museum's fundraising strategy program and ensuring that the development department reaches or surpasses annual income goals. Areas of oversight include but are not limited to membership, grants, capital campaigns, government funding, and special fundraising events. Head of Development department.

Alternate title(s): Chief Advancement Officer, Senior Director, Development

P12. Director of Development (Formerly Director, Planned Giving/Institutional Giving)

Description: Directs development programs and activities of the organization. Depending on department size, may work across full range of development areas, or, may have a specific area of responsibility reflected in their title (Institutional Giving, Grants, Membership, Capital Campaigns, etc) Establishes overall strategy and policies to obtain regularly scheduled donations from supporting organizations and individuals. Supervises Development staff.

Alternate title(s): Director of Membership, Director of Institutional Giving, Director of Capital Campaigns

P13. Development Officer or Manager (Formerly Grant Manager / Institutional Giving Manager / Development B)

Description: Manages one or more development function, depending on department/institution size; may work across full range of development areas, or, may have a specific area of responsibility reflected in their title (Institutional Giving, Grants, Membership, etc.). Responsible for writing grants and/or

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proposals in according with their function or functions. Reports to Director of Development or Chief Development Officer. May manage junior Development staff.

Alternate title(s): Membership Officer, Institutional Giving Officer, Grant Officer, etc.

P14. Development Associate/Development Coordinator

Description: Coordinates fundraising activities either across development functions or with focus on one development function, depending on department and institution sizes, in support of more senior Development staff.

P15. Development Assistant (formerly Membership Assistant)

Description: Provides administrative support for the Development Department. Depending on department size, may work across full range of development areas, or, may have a specific area of responsibility reflected in their title, or, may have a specific area of responsibility reflected in their title (Institutional Giving, Grants, Membership, etc.). Oversees maintenance of Development department records. Provides support in planning and executing special fundraising events.

Alternate title(s): Institutional Giving Assistant, Grants Assistant, Membership Assistant, etc.

P16. Director of Special Events (NEW)

Description: Oversees strategy, planning, coordination, and execution of a diverse range of in-person events for the museum including but not limited to exhibition openings, donor cultivation and stewardship events, and other externally-focused programs. Effectively collaborates with multiple departments for successful event execution. May oversee museum's facility rental program. Manages Special Events staff.

P17. Special Events Manager/Event Planner

Description: Organizes and coordinates special events, including but not limited to exhibition previews, fundraisers, and community festivals. Responsible for event planning, run-of-show on site at all events, and post-event evaluation. May support museum's facility rental program, including marketing rental program to corporations, travel-tourism industry, and other appropriate customers.

P18. Human Resources Director

Description: Oversees key strategic human resources functions—including talent acquisition, total rewards, professional development, employee relations, labor relations and performance management—tailored to the institution's needs. May be responsible for establishing personnel policies, procedures and practices, as well as overall Human Resources strategy. Head of Human Resources.

Alternate title(s): Chief Human Resources Officer, Chief People Officer, Director of HR and Employee Engagement

P19. Human Resources Manager/Manager of People and Culture (NEW)

Description: Manages one or more functions in the human resources department (depending on institution/department size) such as employment, compensation, benefits, training/professional development, employee relations, and performance management. Participates in the development and

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implementation of new policies and practices. May manage more junior Human Resources department staff.

P20. Director of Information Systems/Chief Information Officer

Description: Responsible for overall vision and coordination of the museum's information and communications systems and the integration of computer and new communication technology into the museum's programs. Supervises of one or several technology professionals.

Alternate title(s): Chief Digital Officer

P21. Systems Manager / Technology Director

Description: Responsible for the museum's systems and technology activity, such as managing the office computer systems and software, and new media technologies, such as web sites and interactive gallery kiosks. May involve supervision of subordinate staff and/or volunteers.

P22. Digital Content Manager (formerly two roles: New Media Manager and Web Manager)

Description: Responsible for overseeing development, management, and content of the museum's online presence, including but not limited to website, social media platforms, and mobile apps. Oversee strategy and best practices for search engine optimization. May work in conjunction with technology and/or marketing staff.

Alternate title(s): Digital Media Specialist, Digital Communications Coordinator

P23. Digital Media Producer/Social Media Producer (NEW)

Description: Research, write, photograph/film, produce, and share engaging content in the museum's institutional voice for social media channels, the museum's website, and other online platforms. Junior position that reports to a more senior marketing/communications role.

Alternate title(s): Social Media Associate, Social Media Manager

P24. Director of External Affairs

Description: Directs the public affairs and information activities of the organization. Directs the media relations, publicity and customer relation activities of the organization. Responsible for directing the marketing activities of the organization (i.e., service development, advertising and promotional activities, and market penetration/expansion).

Alternate title(s): Chief of External Affairs, Chief Communications and Audience Officer

P25. Marketing Director

Description: General responsibility for coordinating museum promotional programs, revenue producing sale of products and the creative services for museum printed and promotional materials (excluding scholarly publications). Often acts as a consultant to other museum departments and volunteer groups to promote a specific event, product or service. Depending on institution size may lead department or report to Director of External Affairs or similar.

Alternate title(s): Director of Marketing, Senior Director of Communications

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P26. Public Relations Officer

Description: Primary point of contact for news media and specific interest groups concerning museum exhibitions, special programs, etc. Draft press releases & target to specific audiences.

Alternate titles: Communications Manager, Marketing Manager

P27. Museum Store Manager

Description: Responsible for entire operation of museum sales operation. May involve supervision of subordinate staff and/or volunteers.

P28. Museum Store Associate/Sales Clerk (NEW)

Description: Responsible for selling merchandise while providing customer service to store visitors, and maintaining an attractive retail environment.

P29. Volunteer Coordinator

Description: Responsible for coordination and guidance of one or more volunteer organizations. Functions as prime liaison between staff and volunteers.

P30. Director of Visitor Experience (NEW)

Description: Provides leadership to define and activate the visitor experience. Develops, refines and implements effective strategies, procedures, and systems for welcoming visitors and creating an inviting experience for all visitors that reflects the museum's mission and brand. Works collaboratively with all other departments to deliver quality service in all outward-facing programs and functions. May be responsible for maintaining visitor metrics.

P31. Chief Curator / Director of Curatorial Affairs

Description: General administrative responsibilities for curatorial affairs, plus some museum administrative responsibilities; considerable public and donor contact; supervision of several curatorial departments or staff.

P32. Senior Curator / Curator of Special Collections Area

Description: Responsibility for important sub-collections; general administrative duties relating to area of responsibility; supervision of one or several curatorial subordinates.

P33. Exhibition Project Manager (formerly Curator of Exhibitions / Curator C)

Description: Primary responsibility for scheduling and installing temporary exhibits; maintains exhibition calendar for public and staff use; conceives, coordinates and executes special programs related to exhibition schedules.

P34. Associate Curator

Description: Performs same functions as Senior Curator in association with, and under supervision of, the Senior Curator.

P35. Assistant Curator

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Description: Assists Curator and Associate Curator under their supervision. Usually no supervision of other curatorial staff.

P36. Curatorial Assistant

Description: Assists curatorial staff in routine duties, under their supervision. Possibly in training to become curatorial professional (curatorial intern).

P37. Director of Exhibitions (NEW)

Description: Primary responsibility for scheduling and installing temporary exhibitions and collection installations, including oversight of related agreements and the overall exhibition program budget.

P38. Photographer

Description: Responsible for photographic documentation of fine arts collections; supervision of studio and dark room facilities and personnel; participates in and oversees photography of general museum activities and events as required by museum staff.

P39. Director of Education/Curator of Education

Description: Supervision of several educational departments or programs; responsibility for general educational program development; some museum administrative duties; considerable public contact. Supervises education department (whether that is a full department or a subset of another department).

P40. Education Program Manager (Formerly Associate Educator / Educator B)

Description: Responsibility for specific interpretative programs, one of which may or may not involve the design of the educational exhibitions from outside the collection for special audiences; budget management related to program area; preparation of written material and packaging of other educational materials for program; supervision of staff and volunteers relating to program
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P41. Education Program Associate (Formerly Assistant Educator / Educator C)

Description: Assists in developing and implementing a major interpretive or studio program; administrative duties within program as directed and supervised by Director of Education or Education Program Manager.

P42. Education Assistant

Description: Assists Education department with routine duties relating to implementation of ongoing programs and activities; possibly in training to become educational professional.

P43. Teaching Artist/Instructor (NEW)

Description: Teaches art classes or workshops for kids, teens and/or adults, either on site or at locations such as schools and community partner locations.

P44. Director of Public Programs (NEW)

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Description: Oversees the museum's public program strategy and all educational events, including but not limited to tours, lectures, courses, concerts, community events, open houses, film and gallery talks programming. Manages Public Programs staff.

P45. Community Engagement Manager (NEW)

Description: Responsible for connecting people in the broader community to the museum's programs and supporting the museum's engagement strategy. Establishes and maintain best practices for reaching and retaining new audiences. Represents the organization with community partners. Usually reports to a Director in the Education department.

P46. Associate Curator of Academic and Campus Engagement (NEW)

Description: Develop programs and events for the college or university campus community (students and faculty) utilizing the museum's collections and exhibitions. Encourage and support class visit from departments across the college or university's disciplines. May manage an internship program for students at the college or university. At a non-nested museum, same responsibilities apply, but take place with any colleges and universities in the museum's vicinity.

P47. Registrar A

Description: Responsible for organization and maintenance of orderly forms, legal documents, files and retrieval system associated with acquisitions, accessions, de-accessions, cataloguing, loans, packing, shipping, customs, inventory, insurance, and storage; oversees shipping arrangements; may involve supervision of subordinate registration staff.

P48. Associate Registrar

Description: Assists Registrar in performance of routine duties.

P49. Assistant Registrar

Description: Assists the Registrar in performance of routine duties; may provide clerical assistance to the department.

P50. Head Librarian

Description: Formulates and carries out library practices, policies and procedures; assigns, supervises and reviews work of library personnel; oversees acquisition of library materials; maintains catalogue and inventory of publications, reference materials and periodicals; responds to public inquiries and provides reference and research materials as requested by museum staff.

P51. Associate Librarian

Description: Cataloguing and classification of library materials; assists Head Librarian in the administration and maintenance of library and in training library staff.

P52. Assistant Librarian

Description: Assists Head Librarian and Associate Librarian with specific sub-program in library operations.

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P53. Chief Conservator

Description: General supervision of conservation department, including administration of the budget and department personnel; initiates and supervises treatments carried out in conservation and scientific laboratories; performs conservation treatments on special projects.

P54. Senior Conservator

Description: Responsibility for conservation and restoration of a major collection, examination of that collection, and exhibits in area of specialization; preparation of conservation reports; supervision of junior conservation staff.

P55. Associate Conservator

Description: Assists Conservator in the conservation, restoration and documentation of works of art in the collection, helps train assistant in conservation department.

P56. Assistant Conservator (NEW)

Description: Supports Conservation department staff in the conservation, restoration, and documentation of works of art in the collection.

P57. Exhibition Designer

Description: Designs installation of permanent collection as well as temporary exhibition. May supervise preparators in the fabrication of exhibition components and the installation and disassembly of temporary or permanent exhibitions.

P58. Chief Preparator

Description: Supervises installation of art objects; plans and directs the fabrication, installation, and disassembly of both temporary and permanent museum exhibits; administers budget, personnel and operations of preparation department.

P59. Associate Preparator

Description: Assists Chief Preparator in administration of the department and implementation of preparation programs.

P60. Assistant Preparator

Description: Assists more senior Preparators in implementation of preparation programs.

P61. Editor / Director of Publications

Description: Administers the operations of publications department, with responsibility for all facets of its programs including management, editorial and production functions.

P62. Graphic Designer

Description: Responsible for design of all museum publications and graphics.

P63. Facilities Director/Building Manager/Operations Manager

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Description: Responsible for the operation of all facilities including maintenance and janitorial services.

P64. Engineering Manager/Facilities Manager

Description: Supervises and coordinates activities of staff engaged in maintaining and repairing mechanical areas of museum including ventilation, air conditioning, plumbing, lighting, humidification, and temperature controls. Recommends appropriate upgrades of equipment for museums environment.

P65. Facilities Technician (NEW)

Description: Responsible for the safe and efficient operations of the assigned building. Performs routine and preventative maintenance, analyzing/repair of mechanical and electrical problems, making adjustments, and other corrective actions to ensure the continuous and safe functioning of the physical environment.

P66. Chief of Security

Description: Responsible for protection of assets, collections, staff and visitors. Responsible for recruitment, selection, training, and day to day management of all security personnel.

P67. Security Manager/Security Coordinator (NEW)

Description: Oversees all security officers or guards. Responsible for routine museum security operations as well as any special events or functions.

P68. Museum Security Officer/Museum Security Guard

Description: Provides a security presence in the galleries while monitoring the safety and security of the collection, visitors, and the staff. Serves as ambassador to visitors, answering questions, providing information and directions.

P69. Visitor Services Associate

Description: Front-line floor staff welcoming visitors to the museum, selling admissions and memberships, and answering visitor questions/providing customer service. May include managing coat check; selling and distributing event tickets; answering customer service questions in-person, over the phone, and/or online.

Alternate title(s): Visitor Services Representative, Visitor Experience Associate, Guest Services Officer

P70. Custodian/Housekeeper/Cleaner (NEW)

Description: Clean and maintain the museum buildings, including public and staff areas, using standardized practices and procedures.