

Class Concept

This is managerial work assisting in the program direction of the Division of State History Museums. Employees assist the Director of State History Museums in developing division policies, plans, Objectives, operational standards, and budgetary recommendations. Work involves initiating, planning, and coordinating Museum of History programming and projects. Work includes daily supervision of divisional operating functions, adherence to professional standards, personnel matters, budgets and funding, and section planning. Consults with appropriate section heads on matters of long-range planning, operations and personnel. Employees serve in key leadership roles for the division and department, and represent the division to local citizenry, community, and the N.C. General Assembly. Employees may assist in oversight of areas such as programmatic development and implementation, planning, policy making, fiscal and human resources, facility operations, organization, and promotion and marketing. Work is performed independently under the direction of the Director of State History Museums and is evaluated through general program effectiveness, conferences, discussions, and written reports.

Recruitment Standards

Knowledge, Skills, and Abilities

- Strong leadership and management skills and can interact successfully with diverse groups and individuals.
- Ability to provide overall direction and guidance in program development, fundraising initiatives, financial accountability, budgeting, purchasing, accounting, capital campaigns, and facility operations.
- Ability to build and maintain strategic, effective working relationships and partnerships with public and private groups and individuals.
- Ability to direct and conduct strategic planning and analysis to accomplish long-range goals.
- Ability to successfully convey museum mission and vision to staff, strategic partners, and non-profit support groups.
- Ability to effectively convey information to a wide variety audiences including museum donors, supporters, staff, and members of the N.C. General Assembly, the Governor's Office, and other governmental officials.

Minimum Education and Experience

Master's degree in History, Business Administration, Public Administration, Marketing, Management, Education, or a closely related field from an appropriately accredited institution and four years of progressively responsible experience in planning, directing, and managing all aspects of a business, governmental program, a museum, or a public historical program or institution; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.