



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Museum Specialist**

**SERIES PURPOSE:** The purpose of the Museum Specialist occupation is to manage, store, and maintain the use of museum collections, schedule and coordinate events, assign tasks and monitor student schedules, and develop, evaluate, and test educational materials.

**CLASS CONCEPT:** The class works under general supervision and requires knowledge of museum management and public relations as well as a genuine interest in minerals and fossils in order to manage the operations of the Clarence R. Smith Mineral Museum.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Oversees the daily functions of the museum; opens, closes, sets hours, and supervises student employees.

Responds to public, professional, and scholarly inquiries.

Schedules and coordinates events; develops and implements programs and activities for K-12 and adult audiences, both at the museum and through public outreach.

Develops, evaluates, and tests educational materials.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: museum management practices and procedures.

Skill in: written and verbal communication.

Ability to: carry out a variety of instructions; answer routine inquiries.

Effective 11/05/2024

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Geology or an Education degree in a science-related field; one year of experience in public relations and a genuine interest in minerals and fossils.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable