

IU Classification Level Guide
Research/Science–Museum

Positions in this family support the acquisition, documentation, preservation and exhibition of artworks, artifacts, important documents and records and other historically or institutionally significant items. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact and complexity should be provided.

Level	RS1	RS2	RS3	RS4
<p>Level Overview</p>	<ul style="list-style-type: none"> Grandfathered positions may be reclassified to CL / TE / SS support positions when the position becomes vacant. No new positions in this job family will be slotted at this level / grade. <i>These professional positions are <u>all</u> classified as PAO (Professional Overtime Non-Exempt).</i> 	<ul style="list-style-type: none"> A professional contributor without full authority to deviate from established protocols. Has good grasp of professional principles and skills. Knows and effectively uses fundamental concepts, practices, and procedures. Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/ assignments. Assists in fact finding. Errors generally are limited to unit operations. May be first line supervisors, often of support staff. 	<ul style="list-style-type: none"> Fully competent and productive professional contributor, working independently on progressively more complex projects/assignments. The work may involve program ownership. <p><i>This is intended by design to cover an <u>extensive</u> span of professional work.</i></p> <ul style="list-style-type: none"> Responsibilities are of a professional or highly analytical nature. Jobs may have significant technical requirements with a high level of accountability. Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. May train and direct work of junior staff. 	<ul style="list-style-type: none"> Generally responsible for managing a department or major function within a department with staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> Frequently contributes to management strategy. Establishes priorities; assigns functions; maintains quality control. Errors may have significant impact on operations and / or profits within the organization. Provides total management and expert guidance to lower level staff.
<p>Decision Making</p>	<p>None</p>	<ul style="list-style-type: none"> Works in compliance with established procedures. Identifies and resolves readily identifiable problems. Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance. Nature of work requires supervision; exercises limited judgment. Work typically involves regular process checks or review of output by a coworker and/or supervisor. 	<ul style="list-style-type: none"> Performs full range of professional level work that typically requires more complex and less clearly-defined issues. Identifies problems then solutions then takes appropriate action to resolve. Nature of work requires significant independence. Receives guidance only on unusual, complex problems / issues. Typically involves periodic review of output by supervisor / manager. 	<ul style="list-style-type: none"> Has latitude to make operational/procedural decisions within broadly defined parameters. Decisions require a high level of judgment. Guidance from higher management limited to expected outcomes. Generally requires higher managerial approval for policy and/or fiscal variances.

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Characteristic Duties		<ul style="list-style-type: none"> • Assists with or participates in a variety of functions and activities related to museums and archives. • May organize and catalogue collections and maintain related records. • Collaborates on exhibit theme, design, and installation. • Oversees the removal and return of artworks and objects from their proper storage space or exhibition location. Administer museum exchange and loan programs. • Assists general public, staff and researchers with identifying and locating materials and documents. 	<ul style="list-style-type: none"> • Identifies, obtains and organizes new materials, objects and documents into collections. • Assesses the physical condition of items and may appraise value. Determines preservation needs and environmental storage requirements. • May design educational programs and oversee the installation of exhibits and displays. Investigates new methods and techniques used to prepare and present items for exhibit. 	<ul style="list-style-type: none"> • Manage museum affairs in such areas as curatorial services, acquisitions, conservation, exhibition development and documentation. • Supervises museum professionals and support staff. • Develops plans, policies and procedures for the care and use of permanent collections. Directs programs that support the mission of the institution and facilitate scholarly research, instructional and public service activities. • May have oversight for all financial and business functions of the unit.
Minimum Education/ Experience (or equiv)		<ul style="list-style-type: none"> • Bachelor’s plus 0-3 years experience 	<ul style="list-style-type: none"> • Master’s plus 2 years experience 	<ul style="list-style-type: none"> • Master’s plus 8-10 years experience or PhD