

Who Works at a Museum?

Administration	Museum Director	The director is the equivalent of a CEO at a museum. They make sure everything is running smoothly- from exhibits to educational programs to the building itself. They make sure that the museum is meeting the goals of its mission statement and that it is making good financial decisions.
	Deputy Director of Operations	This person manages the team that runs daily museum operations. They make sure the museum opens and closes each day, sell tickets, operate movie theaters and oversee the security team.
	Deputy Director of Interpretation	This director oversees all the exhibit planning, and also how programs are planned for the community. They decide how the museum will “interpret” or “tell the story” of history.
Operations	Marketing	The marketing team is responsible for advertising the museum. They work with local newspapers and web outlets to let the community know about exhibits, events and programs that are happening. If they do their job well, they help increase the number of museum visitors.
	Creative Services	These creative people design logos, brochures, images, advertisements, posters and signs for the museum. They also work with the curatorial team to create materials for exhibits.
	Digital Media	This team designs, builds and maintains the museum’s website. They also build interactive digital experiences inside museum exhibits.
	Data Services	The data team tracks information about visitors and programs at the museum. They use computer programs to organize the information and identify patterns. The leadership team then uses this information to make good decisions for the future.
	Accounting	The accountants keep track of money that comes in and out of the museum. They make reports that the leadership team uses to make spending decisions.
	Information Technology	This team makes sure the computers at the museum run smoothly and are safe and secure. They also help any employee who has computer problems.
Exhibits	Curator	Each curator is responsible for artifacts in a specific area of the museum. They develop new exhibits and make decisions about how artifacts are displayed and what stories they tell.
	Registrar	The registrar keeps track of artifact ownership records. They know where each artifact is located, and they make sure that items on display are safe and secure. They also figure out how to transport artifacts to and from the museum.
	Conservator	The conservator helps clean and repair artifacts. They study organic chemistry, so they know what substances are safe for different materials, to help artifacts last.
	Exhibit Production	The head works as an architect to design the plans for layout of the exhibit walls and cases. The team physically builds new exhibits from these plans. They build cases and mounts for artifacts so that items are displayed for all to see and kept safe at the same time.

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Education	Program Managers & Staff	The education team helps to connect the whole community to the museum. They make sure there are things for toddlers, students, families and adults to learn and explore. They teach classes for students and teachers, plan music and film programs, and host food and cultural events that help people better understand the museum and the artifacts inside of it.
Visitor Experience	Visitor Services Staff	This team is responsible for providing excellent customer service to visitors. They oversee ticketing, information desks, parking and concessions.
	Gift Store Staff	These people are responsible for buying and organizing gift store merchandise and assisting visitors with purchases.
	Theaters Team	They research and plan the movie schedule working with movie studios to negotiate contracts. They also physically play the movies from the projection booth.
	Volunteer Manager	This person recruits volunteers to help at the museum. They train and support volunteers to be successful in their roles.
	Volunteers	Members of the community who love museums. They interact with visitors and teach about artifacts and the museum.
Development	Foundation Team	This team raises money for the museum. They write updates and reports for museum donors. They plan activities and events to thank donors for their contributions to the museum.
Special Events	Special Events Team	This team is responsible for all special events held at the museum included museum events and private parties. They communicate with vendors and museum staff to make sure the museum is dazzling and that events go smoothly.
Membership	Membership Team	This team maintains strong relationships with members and keeps them informed about what is happening at the museum. They plan special events and activities to help grow the number of museum members.
Facilities	Facilities & Maintenance Team	The facilities and maintenance team ensures that the museum building is functioning properly and looking beautiful. Mechanics, custodians and housekeeping staff are members of this department.
	Security Team	The Security Team cares for the safety and integrity of museum building, artifacts, staff, volunteers and visitors.

