2019 New England Salary, Benefits, and Workforce Survey

General Directions

Survey Sections

The survey is organized into 7 sections:

- Museum Characteristics
- Workforce Size and Composition
- Salary Information
- Hourly Employees
- Full time Employee Benefits
- Part time Employee Benefits
- General Comments

To Complete the Survey

- Please complete all sections, following the instructions for each section. The survey can be found online at nemanet.org/salary-survey.

- To respond to the salary information section, you will need to refer to the job descriptions. Skip questions about positions your museum does not have.

- This is an institutional survey. Each organization should only respond ONCE. If you are NOT the museum's executive director or a designated staff member (such as the CFO or HR director), check with the executive director before entering any data to coordinate your museum's response. You will not be able to see what other respondents have submitted.

- Your responses are automatically saved on the computer you are working on and you can return later to complete the survey (if cookies are enabled). Please note there is no back button option because the survey uses logic to move forward.

- Comments can be left at the end of the survey.

- Match your positions to the titles and descriptions listed. If you have a similar position which you call something else, fill in the data using the listed titles. Only the titles included here are valid.

- If duties include more than one job description, match the title to the position of the job which occupies the larger percentage of the employee's time or greatest responsibility. Match individuals to job descriptions primarily by job responsibilities and function. Academic and other qualifications are to be used as additional guidelines.

- In some job titles, you will have the option to provide data for up to two employees in that position. Provide data for the most senior and junior positions.

- You will have the opportunity to list positions which we have not included at the end of the survey.

- Please provide employment, salary and benefits data as of 7/1/19, unless otherwise directed. Include the value of living quarters, if provided as part of employee's compensation. Exclude the value of fringe benefits or overtime pay.

If you have questions, contact Heather A. Riggs at 781-641-0013 or heather.riggs@nemanet.org.

To thank you for completing the survey, we will email you a complimentary copy of the publication as soon as it is available (a $100 value).
Questions and Answers about the Salary Survey

The survey itself...

**Why is the survey so detailed?**
Museums have various ways of classifying their workers. We have to include many alternative answers so that everyone can respond. In this way, the published survey will be helpful to the widest range of museums.

**Why the questions about workforce?**
There are several reasons. We know that many museums have made changes to their workforce over the last two years, so we’d like to give you a chance to share with your colleagues. Some new staff positions may have been created and others cut or changed; staffing costs may have increased or been cut. Also, total salary and employment information can help argue the economic impact of the museum field.

**What will be done to protect the confidentiality of this information?**
NEMA takes the issues of your confidentiality very seriously. No institutional names are used in the published survey. The data is only reported in aggregate. If there are few reports in a category, we will merge it with another category to protect confidentiality. The individual survey forms are never released.

**I work at a small museum, why should I participate in this survey?**
In order to report the broadest overview of salaries in the museum field we need museums of all sizes to participate in the survey. As more small museums participate, we will be able to report more granular data. By completing this survey, you assist so very many of your colleagues—this is a tremendous service to the museum field.

Answering particular questions...

**Why can’t I just use the titles we use at this museum?**
To make sense of the hundreds of individual workers reported in this survey, they need to be grouped consistently. You are in a better position to match the survey’s job descriptions with the jobs in your institution. However, if you’re having trouble, call us. We can help you decide how to report particular job titles.

**Our assistant education director is paid under a grant; should we include them?**
Include grant-funded professional positions if the employee follows the same schedule and work patterns as regular staff. However, do not include short-term or contract workers.

**Why didn’t you ask about _________? Can I still provide the salary information?**
You are probably asking about a job title few institutions have or a position whose salary is set by a larger market than just museums (like restaurant manager). Please do not write in other job titles: we’d never get enough reports to analyze the data. Provide additional job titles at the end. Future surveys will take into account new job titles.

Thank you for your help.
Job Descriptions

**ADMINISTRATION**

**Director/CEO/President**
Provides institutional leadership; reports to and works with the board; plans, organizes, and directs museum activities; responsible for policymaking and funding, directs personnel and financial management; responsible for professional practices. Typical qualifications: advanced degree in academic or related field; significant administrative experience. Additional qualifications and specific duties vary widely.

**Vice-President/Deputy/Associate/Assistant Director—Administration/Operations**
Responsible for several areas of administration, possibly including finance, restaurant, retail operations, personnel, information technology, buildings, and security; supervision of several administrative professionals. Typical qualifications: business degree or administrative experience in a majority of the areas related to duties.

**Deputy/Associate/Assistant Director—Program**
Responsible for several programmatic areas including collections, exhibitions, education; supervision of several program area professionals. Typical qualifications: advanced degree or administrative experience in a majority of the areas related to duties.

**Chief Financial Officer/Controller**
Responsible for overall financial management and accounting. Typical qualifications: business or accounting degree or equivalent.

**Business Manager**
Responsible for one or more administrative functions (accounting, personnel, purchasing, etc.). Typical qualifications: business degree or equivalent.

**Human Resources Director**
Responsible for all personnel functions including recruitment, hiring, compensation, and benefits; training, policy development and implementation, may supervise administrative staff or implement program directly. Typical qualifications: business or related degree or equivalent.

**Director/Manager of Information Services & Technology**
General administrative responsibility for information, technology, and network management; may provide direct systems support; may supervise several technical or data subordinates; may supervise web site. Typical qualifications: bachelor’s degree with several years of related experience, understanding of museum needs, possible technical or management degree.

**Information Services & Technology B**
Provide direct support for museum hardware, software, and/or network systems. May act as a specialist supporting one system or as a generalist supporting several or all systems. Typical qualifications: technical degree or several years of experience.

**Administrative Assistant to Director or Department/Division Head**
Assists director in a variety of ways. Responsibilities may include clerical duties as well as assistance on special projects. Typical qualifications: bachelor’s degree plus related experience.

**Office Manager**
Typically oversees and carries out various accounts payable and receivable processes; processes weekly payroll records; prepares monthly and quarterly financial reports; deals with museum vendors; ensures that the central business office is adequately equipped with supplies and materials; performs wide variety of general secretarial duties as required. Typical qualifications: bachelor’s degree and two years related experience.

**Facilities Director**
Responsible for the operation and maintenance of the institution’s buildings and facilities; may supervise security. Reports to director of administration or director. Typical qualifications: bachelor’s degree plus advanced technical training in one or more appropriate fields, several years of related experience.

**Chief of Security**
Responsible for security systems and procedures. Supervises and trains all security guards. May report to facilities
director or director of administration. Typical qualifications: bachelor’s degree plus several years of related experience.

COLLECTIONS

Archivist
Physical and intellectual responsibility for archival collections, writing, maintaining automated databases, and providing
research and reference use of materials. Typical qualifications: advanced degree or equivalent, two years of related
experience.

Curator A/Chief Curator
General administrative responsibility for curatorial affairs plus some museum administrative responsibilities;
considerable public and donor contact; may supervise several curatorial departments or functions; prepare major
exhibitions and accompanying catalogues; reports to director. Typical qualifications: advanced degree or equivalent,
several years of related experience, regional and national professional activities.

Curator B/Senior Curator
Curatorial responsibility for important collections; limited general administrative duties; primary responsibility for
exhibitions, publications, and public and donor contacts related to collection; may supervise one or two curatorial staff; in
smaller museums may implement program directly. Typical qualifications: advanced degree.

Curator C/Assistant Curator
Entry level curatorial position; exhibition, publication and collections responsibilities under supervision; usually no
supervision of other curatorial professionals. Typical qualifications: bachelor’s degree plus one year of related
experience.

Curatorial Assistant
Provides assistance to curators in routine duties; assistance in implementation of ongoing programs and activities;
duties in training to become curatorial professional. Typical qualifications: bachelor’s degree in related field.

Registrar A/Collections Manager
Registration of collections; development and maintenance of record systems; administration of loan transactions,
including moving, storage, arranging shipping, maintenance of insurance records; may supervise several subordinates.
Typical qualifications: bachelor’s degree plus specialized training, two years of related experience.

Registrar B/Assistant Registrar
Assists registrar in performance of duties. Typical qualifications: bachelor’s degree in related field or equivalent
experience.

Conservator A
Responsible for conservation and restoration of a major collection; examination of collection and exhibits; preparation of
conservation reports; supervision of professional assistant(s). Typical qualifications: BS plus formal conservation training
or equivalent including apprenticeship, several years of related experience.

Conservator B
Under supervision assists with conservation, restoration and documentation of objects; responsible for routine
inspection of objects in the collections and on loan. Typical qualifications: BS plus formal conservation training.

Head Librarian
Develops and carries out library practices, policies and procedures; oversees acquisition of library materials; maintains
the library collection and catalog, responds to public inquiries; provides reference and research materials as requested
by staff. Typical qualifications: MLS/MLIS or bachelor’s degree, plus several years of experience.

Librarian Assistant
Assists librarian in performance of duties. Typical qualifications: bachelor’s degree plus two years of related experience.
**Imaging Manager, Head of Imaging/Visual Services**

A supervisory position overseeing a collection’s digital access and production programs. Develops and implements plans for improving and maintaining collections databases; use of digital collections in exhibitions and online; the management of born digital collections, including the creation, delivery, preservation and rights management of an archive of digital images representing the institution’s collections, programs, facilities, personnel and community partners.

**Photographer/Image Specialist**

Produces images of collections, objects, individuals and programs, including image processing and manipulation of digital representations or captures of born-digital representations. Is proficient at file management and manipulation to suit various uses, including print, online and environmental graphics, and research into image capture or digital imaging technology supporting image archival practices. Typical qualifications: two to four years of professional imaging experience in museums or a BFA specializing in photography and image management.

**EDUCATION / EXHIBITIONS / VISITOR SERVICES / VOLUNTEER MANAGEMENT**

**Educator A/Director of Education**

Supervision of overall educational function of the museum; responsible for general program development; museum administrative duties; considerable public contact; supervision of several educational professionals. Typical qualifications: advanced degree or equivalent, several years of related experience, regional and national professional activities.

**Educator B**

Responsible for a specific interpretive program; budget management related to program area; preparation of written materials and packaging of other educational materials for program; volunteer and other attendant administrative concerns; may supervise one or two professional subordinates; in smaller museums, may implement program directly. Typical qualifications: advanced degree or equivalent, two years of related experience.

**Educational Assistant**

Provides assistance to educators in routine duties; assistance in implementation of ongoing programs and activities; duties in training to become educational professional. Typical qualifications: bachelor’s degree in a related field.

**Public Programs Manager/Outreach Coordinator**

Responsible for overall public program management and presentation; not limited to but including special events, travel, functions, community relations and entertainment activities. Typical qualifications: bachelor’s degree.

**Visitor Services Manager**

Responsible for management and operations of front-line services such as tickets and information/orientation. Responsibilities may also include tending to café, store and gallery attendants. Typical qualifications: bachelor’s degree.

**Visitor Research & Evaluator**

Implements evaluation or research into visitor experiences, learning, exhibition, program or institutional priority outcomes or impacts on behalf of the institution, including data collection and data analysis. Participates in the production of reports and technical papers. Typical qualifications: master’s degree in a relevant social science discipline or equivalent experience in social science research or training certifications through relevant associations.

**EXHIBITIONS**

**Exhibition Designer/Chief of Exhibitions**

Responsible for planning, design and production of exhibits; may supervise technicians. Typical qualifications: skill in planning and designing exhibits, master’s degree or equivalent, several years of related experience.
Coordinator of Exhibitions
Responsible for active exhibition program, including related publications; no responsibilities related to in-house collections; participates in budget planning for exhibitions; may supervise several staff. Typical qualifications: bachelor’s degree plus curatorial experience.

Technician/Preparator
Installation of exhibits under supervision of curatorial personnel; movement of exhibition materials; preparation of materials for shipping. Typical qualifications: manual skills related to duties.

EXTERNAL AFFAIRS

Vice-President/Director of External Affairs
Responsible for areas or departments related to external support of the museum such as marketing, membership, development, public relations, community relations and/or publications. May perform these functions directly or supervise others. Typical qualifications: bachelor’s degree plus several years of related experience.

Director of Marketing
Responsible for marketing the museum through all mediums: publications, website, social media, television and radio; may also assist Director of External Affairs with related programs; may perform these functions directly or supervise others. Typical qualifications: bachelor’s degree plus several years of related experience.

Development A, Vice-President/Director of Development
Directs fundraising activities of the institution; develops fundraising strategies and is responsible for areas of museum support including membership, grants, donor relations, capital programs and the planning of special fundraising events. Typical qualifications: bachelor’s degree plus several years of related experience.

Development B
Assists director of development in performance of duties that may include annual giving, major gifts, corporate programs and grants. Typical qualifications: bachelor’s degree in a related field.

Major Gifts Officer
Responsibilities include cultivation, solicitation of major gift prospects, oversight of fundraising events and special project funding. Typical qualifications: bachelor’s degree plus several years of related experience.

Grants Manager
Responsible for researching, developing, writing and submitting proposals for secure foundation and government grants. Typical qualifications: bachelor’s degree plus several years of related experience.

Public Relations A, Director of Public Relations
Responsible for public affairs and information activities of the institution. Directs media relations, publicity and customer relation activities of the organization. Typical qualifications: bachelor’s degree plus several years of related experience.

Public Relations B
Assists director of public relations in performance of duties. Typical qualifications: bachelor’s degree in a related field.

Membership A, Director of Membership
Responsible for membership program and supervision of assistant(s); establishes membership goals, oversees development and implementation of membership programs and services and directs campaigns to increase membership. Typical qualifications: bachelor’s degree plus several years of related experience.

Membership B
Assists director of membership in performance of duties. Typical qualifications: bachelor’s degree in related field or related experience.
Director of Publications/Editor
Responsible for management of publications, editorial and production functions. Typical qualifications: bachelor’s degree plus several years of related experience.

Museum Store Manager
Responsible for operation of museum store including ordering merchandise, maintaining inventory, keeping financial records and training and supervising clerks. Typical qualifications: high school diploma with previous store management experience or bachelor’s degree plus related experience.

Functions Manager (Rentals/Special Events)
Responsible for coordination and management of facility rentals and special events; may assist director of development in performance of duties. Typical qualifications: bachelor’s degree plus several years of related experience.

Social Media Manager
Responsible for implementing all social media and strategies for the museum. Typical qualifications: bachelor’s degree plus two years of related experience.

Web Manager
Responsible for development, site management and content of the museum’s website or online presence; may include social media outreach. Typical qualifications: bachelor’s degree plus several years of related experience.

Graphic Designer
Responsible for conceptualizing and producing design projects for various museum departments; coordinates print production with outside vendors; executes graphics for communications and marketing campaigns. Typical qualifications: bachelor’s degree plus several years of related experience.

Volunteer Coordinator
Works with museum volunteer organization and solicits volunteer assistance from other sectors of the community; primary liaison between volunteers and staff; coordinates scheduling of volunteer work. Typical qualifications: two years of related experience.
Survey Preview Worksheet

Please use the following worksheet to help you prepare prior to starting the survey online. We strongly encourage you to complete the online data entry in one sitting.

General Directions

Thanks for participating in the 2019 NEMA Salary, Benefits and Workforce Survey!

This Salary, Benefits and Workforce Survey Form is organized into 7 sections:

- Museum Characteristics
- Workforce Size and Composition
- Salary Information
- Hourly Employees
- Full time Employee Benefits
- Part time Employee Benefits
- General Comments

This is an institutional survey. Each museum should only respond ONCE. If you are NOT the museum's executive director or a designated staff member (such as the CFO or HR director), check with the executive director before entering any data to coordinate your museum's response.

You will not be able to see what other respondents have submitted.

Instructions

Before starting the survey, download the survey directions and preview worksheet which includes a list of job descriptions. This will help save time inputting your organization's data. You can download a copy at nemanet.org/salary-survey.

Please complete all sections, following the instructions for each section.

If you have questions, call the NEMA office at 781-641-0013 or refer to the "Questions and Answers" section found online at nemanet.org/salary-survey.

Give yourself a pat on the back! The Salary, Benefits, and Workforce Survey is used by museums all over the region and throughout the country. By completing this survey, you assist your colleagues and the museum field at large.

To thank you for completing the survey, we will email you a complimentary copy of the publication as soon as it is available (a $100 value).
Museum Characteristics

1. Your Name and Title:
   (This information is kept confidential and will only be used if we have any questions.)

2. Your Institution’s Name:
   (For the purpose of internal tracking only. This information is kept confidential and is in no way reflected in the survey results.)

3. Email Address:
   (Museums that complete the survey will receive a complimentary copy of the published results via email.)

4. Discipline: (select one)
   - Anthropology/Ethnology
   - Aquarium
   - Art
   - Children’s or Youth Museum
   - Ethnically/Culturally/Tribally Specific Museum
   - General or Multi-disciplinary Museum (several subjects)
   - Hall of Fame (e.g. music, sports, entertainment, media)
   - History (Historic House, Historic Site/Landscape, Historical Society)
   - Industrial/Transportation (air & space, auto, maritime, train)
   - Library/Archives
   - Military
   - Natural History Museum
   - Nature Center
   - Science/Technology Center/Museum
   - Other (please specify)

5. Affiliation/Governance:
   - Private, 501(c)3
   - Private Trust, 509(a)
   - College or University
   - State or Local Government
   - Federal
   - Other (please specify)

6. State:
   (New England Museums only! If your museum operates at more than one site, please use the state for your primary location.)
   - Connecticut
   - Maine
   - Massachusetts
   - New Hampshire
   - Rhode Island
   - Vermont

7. Location:
   - Urban
   - Suburban (within commuting distance to an urban center)
   - Rural, including small towns

8. Current Annual Operating Budget:
   - $0 to 50,000
   - $50,001 to 100,000
   - $100,001 to 250,000
   - $250,001 to 500,000
   - $500,001 to 1,000,000
   - $1,000,001 to 3,000,000
   - $3,000,001 to 10,000,000
   - $10,000,001 or over

9. Does your organization have any paid staff (full time, part time, or seasonal)?
   Yes
   No (Please skip to page 18)
10. What was the average salary percentage increase at your museum in each of the last three fiscal years? [Enter as a whole number, not as a decimal (i.e. 25, not .25)]

FY 2019

FY 2018

FY 2017

11. How many hours are in your official work week for full time employees?
   35
   37.5
   40
   Other (please specify)

12. How many hours are in a work week for part time employees?

13. What is your total salary budget in the current fiscal year?
   Salaries
   Fringe benefits including FICA, Medicare and Workers Compensation

14. What percentage of your annual operating budget is spent on salaries and benefits? (Please include all fringe benefits such as FICA, Medicare, and Workers Compensation.) [Enter as a whole number, not as a decimal (i.e. 25, not .25)]

15. What percentage of your staff serve multiple roles? For example, a single person who serves as a curator and a librarian, or a person that serves as an educator, membership manager, and volunteer coordinator.
   All staff fill a primary role
   Less than 25% serve multiple roles
   26%-50% serve multiple roles
   51%-75% serve multiple roles
   76%-100% serve multiple roles
Full time employees typically work at least 30 hours a week. Part time employees typically work fewer than 30 hours a week. Seasonal staff are employees that are hired to work fewer than 9 months a year. Do not include seasonal employees in full/part time numbers.

Use whole numbers only.

Paid Staff

1. How many full time paid employees did your organization employ on: (Full time employees typically work at least 30 hours a week.)
   July 1, 2019
   July 1, 2018

2. How many part time paid employees did your organization employ on: (Part time employees typically work fewer than 30 hours a week.)
   July 1, 2019
   July 1, 2018

3. How many full time paid seasonal employees did your organization employ on: (Season staff work fewer than 9 months a year.)
   July 1, 2019
   July 1, 2018

4. How many part time paid seasonal employees did your organization employ on: (Season staff work fewer than 9 months a year.)
   July 1, 2019
   July 1, 2018
Unpaid Staff & Internships

Unpaid Staff

Full time volunteers typically work at least 30 hours a week. Part time volunteers typically work fewer than 30 hours a week. Seasonal volunteers are hired to work fewer than 9 months a year. Do not include seasonal volunteers in full/part time numbers.

Use whole numbers only.

1. How many full time volunteers did your organization employ on: (Full time typically means at least 30 hours a week.)
   - July 1, 2019 ____________
   - July 1, 2018 ____________

2. How many part time volunteers did your organization employ on: (Part time typically means fewer than 30 hours a week.)
   - July 1, 2019 ____________
   - July 1, 2018 ____________

3. How many full time seasonal volunteers did your organization employ on: (Season full time volunteers work fewer than 9 months a year.)
   - July 1, 2019 ____________
   - July 1, 2018 ____________

4. How many part time seasonal volunteers did your organization employ on: (Season part time volunteers work fewer than 9 months a year.)
   - July 1, 2019 ____________
   - July 1, 2018 ____________

Interns

5. How many paid interns did your organization employ on:
   - July 1, 2019 ____________
   - July 1, 2018 ____________

6. How many unpaid interns did your organization employ on:
   - July 1, 2019 ____________
   - July 1, 2018 ____________
7. If your museum has added positions since 2017, please identify the single most important reason. (select one)
   - Grant funds
   - Increases in operating budget
   - Special appropriation from other funds / line items
   - Eliminating other positions
   - Donations/Endowed Position
   - Other (please specify)

8. If your museum has added positions since 2017, please identify the other contributing reasons. (select all that apply)
   - Grant funds
   - Increases in operating budget
   - Special appropriation from other funds / line items
   - Eliminating other positions
   - Donations/Endowed Position
   - Other (please specify)

9. If your museum has reduced its workforce since 2017, please identify the single most important reason. (select one)
   - Cutting overall budget because of reduced revenues or increased costs
   - Grant funding expired
   - Other non-grant funded project completed
   - Program eliminated for non-budgetary reasons
   - Using consultant/s to cover previous staff position/s
   - Other (please specify)

10. If the museum has reduced the workforce since 2017, please identify the other contributing reasons. (select all that apply)
    - Cutting overall budget because of reduced revenues or increased costs
    - Grant funding expired
    - Other non-grant funded project completed
    - Program eliminated for non-budgetary reasons
    - Using consultant/s to cover previous staff position/s
    - Other (please specify)

11. Is any part of the museum's workforce unionized?
    - Yes
    - No
    - Not Sure

12. If yes, what area(s) of the workforce are unionized? What unions do they belong to?
Job descriptions and FAQ can be found on the NEMA website, nemanet.org/salary-survey.

Match your positions to the titles and descriptions listed in the next section. If you have a similar position that you call something else, fill in the data using NEMA's title. Only the titles included here are valid. Do not use other titles.

If duties include more than one job description, match your job to the position of greater authority or, in the case of positions with equal weight, choose the job which occupies the larger percentage of the employee's time. Match individuals to job descriptions primarily by job responsibilities and function. Academic and other qualifications are to be used as additional guidelines.

Please list positions which we have not included at the end of the survey.

In some job titles, you will have the option to provide up to two employees in that position. Please use data for the most senior and junior position. Follow the on screen directions.

Please use salaries in effect July 1, 2019. Include the value of living quarters, if provided, as part of employee's compensation. Exclude the value of fringe benefits or overtime pay.
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<th>POSITION</th>
<th>Full or Part-Time</th>
<th>If Part-Time # of hours in work week</th>
<th>Gross Annual Salary as of 7/1/19</th>
<th>Years in present position</th>
<th>Highest Academic Degree</th>
<th>Fills multiple job descriptions</th>
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<td>Gross Annual Salary as of 7/1/19</td>
<td>Years in present position</td>
<td>Highest Academic Degree</td>
<td>Fills multiple job descriptions</td>
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<td>Imaging Manager, Head of Imaging/Visual</td>
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<td>Education Assistant</td>
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<td>Public Programs Manager/Outreach Coordinator</td>
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<td>Exhibition Designer/Chief of Exhibitions</td>
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<td>Vice-President/ Director of External Affairs</td>
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<td>Gross Annual Salary as of 7/1/19</td>
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<td>Highest Academic Degree</td>
<td>Fills multiple job descriptions</td>
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<td>Development A: Vice-President/ Director of Devel.</td>
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<td>Public Relations A Director of PR</td>
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<td>Membership A/ Dir. of Memb.</td>
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<td>Director of Publications/Editor</td>
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<td>Functions Manager (Rentals/Special Events)</td>
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<td>Volunteer Coordinator</td>
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<td>Position</td>
<td>Hourly Wage Range</td>
<td>Average Number Employed</td>
<td>Hours Worked in Average Work Week</td>
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<td>Bookkeeper</td>
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<td>Docent/Interpreter/Guide</td>
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<td>Functions Manager (Rentals)</td>
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<td>Program Assistant (May assist with any/all aspects of the museum including: administration, education, collections, exhibits, etc.)</td>
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<td>Teacher/Educator</td>
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<td>Visitor Services/Admissions</td>
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</table>
The next group of questions are about full-time regular employees.

1. Does your organization have full-time regular employees?
   Yes
   No

Questions are about full-time regular employees.

1. How many paid holidays do you offer as a benefit?

2. Does your museum lump vacation and sick leave together for a total of "annual leave days"?
   Yes
   No

3. How much paid vacation does an employee receive?

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<thead>
<tr>
<th></th>
<th>1 week</th>
<th>2 weeks</th>
<th>3 weeks</th>
<th>4 weeks</th>
<th>&gt;4 weeks</th>
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<tr>
<td>1st year</td>
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<td>5th Year</td>
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<td>10+ Years</td>
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</table>

4. How much unused vacation/annual leave can be carried over from year to year?
   None
   1-5 days
   6-10 days
   No policy

5. Is unused paid vacation/annual leave paid out at separation?
   Yes
   No

6. What percentage?
Enter as a percentage, not as a decimal (i.e. 25%, not .25)

7. How much sick leave does a full time employee earn?
   none
   1-5 days/year
   6-10 days/year
   11-15 days/year
   16-20 days/year
   >20 days/year

8. How much unused sick leave can be carried over from year to year?
   None
   1-5 days
   6-10 days
   11-15 days
   16-20 days
   No limit
   >20 days, limited to ______days
9. Is unused sick leave paid out at separation?
   Yes
   No

10. What percentage?
    Enter as a percentage, not as a decimal (i.e. 25%, not .25)
### Health Care Coverage, Insurance, and Other Benefits

1. If benefits packages differ between employees, please answer for the majority of full time employees.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Not Offered</th>
<th>Offered - Museum pays 100%</th>
<th>Offered - Museum pays a %</th>
<th>Offered - Employees pay 100%</th>
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</thead>
<tbody>
<tr>
<td>Health insurance (for employees only)</td>
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<tr>
<td>Health insurance (for employees plus spouse/partner and/or dependents)</td>
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<tr>
<td>Dental insurance (for employees only)</td>
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<tr>
<td>Dental insurance (for employees plus spouse/partner and/or dependents)</td>
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<tr>
<td>Long-term disability insurance (LTD)</td>
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<tr>
<td>Short-term disability insurance (STD)</td>
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<tr>
<td>Paid Family Leave not covered by insurance</td>
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<tr>
<td>Life Insurance</td>
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<td>Accidental Death &amp; Dismemberment</td>
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<tr>
<td>Flexible Spending Account</td>
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<tr>
<td>a) Dependent Care Account</td>
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<tr>
<td>b) Medical Care Account</td>
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</table>

2. Other benefits. Check all that your museum offers.

- Paid sabbatical
- Flexible working hours/Flextime
- Release time (paid) for continuing education
- Telecommuting
- Tuition reimbursement
- Childcare assistance
- Professional memberships fees paid (in full or partial)
- Professional development fees paid (in full or partial)
- Annual bonus
- Internal museum discounts (store, cafe, etc.)
- Other (please list)
3. When do full time employees start receiving additional benefits (health, vacation/sick, etc.?)

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<th>Benefits</th>
<th>Start Date</th>
<th>30 days</th>
<th>60 days</th>
<th>90 days</th>
<th>90+ days</th>
<th>n/a</th>
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<tbody>
<tr>
<td>Health insurance</td>
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<td>Dental insurance</td>
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<td>Short-term disability insurance (STD)</td>
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<td>Retirement Plan</td>
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<td>Retirement Match</td>
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<td>Vacation</td>
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<td>Sick</td>
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Retirement Programs

1. Does your museum offer a retirement plan?
   Yes
   No

2. Does your organization offer a defined contribution retirement plan, such as a 401(k), 403(b), or 547 plan?
   Yes
   No

3. Does your organization match any employee contributions to this plan?
   Yes
   No

4. If yes, indicate what % of the salary is matched or flat $ amount.
   % (Enter as a percentage, not as a decimal i.e. 25%, not .25)
   $

5. At what point is the employee fully “vested” in the retirement plan?
   Date of Hire
   2 months
   6 months
   1 year
   2 years
   3+ years

6. Does your organization offer a defined benefit retirement plan (pension plan)?
   Employees receive a specific pension amount that is based on their length of employment, salary history, and/or other factors. These are typically funded by employers rather than employees.
   Yes
   No
For the purpose of this survey, Family Leave provides benefits to individuals who need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to new parents who need time to bond with a new child entering their life either by birth, adoption, or foster care placement.

1. Do you offer paid or unpaid family leave?
   Paid (skip to paid section)
   Unpaid (skip to unpaid section)

### Unpaid

1. Who is eligible for the unpaid family leave benefit?
   Full time employees (depending on wait period)
   Part time employees (depending on wait period)

2. How long does an eligible employee need to work for the organization before they can take unpaid family leave?
   - Immediately
   - 2 months or under
   - 3-6 months
   - 7-11 months
   - 1 year

3. How much unpaid time off is provided for family leave?
   - Less than 4 weeks
   - 5-7 weeks
   - 8-11 weeks
   - 12 weeks (Required by FMLA employers)
   - More than 12 weeks

4. Does your organization require employees to use accrued vacation and sick time prior to the start of the family leave?
   - Yes
   - No

### Paid

1. Who is eligible for the paid family leave benefit?
   Full time employees (depending on wait period)
   Part time employees (depending on wait period)

2. How long does an eligible employee need to work for the organization before they can take paid family leave?
   - Immediately
   - 2 months or under
   - 3-6 months
   - 7-11 months
   - 1 year

3. How much paid time off is provided for family leave?
   - Less than 4 weeks
   - 5-7 weeks
   - 8-11 weeks
   - 12 weeks
   - More than 12 weeks
4. What percentage of an employee’s salary is paid during family leave? (Enter as a percentage, not as a decimal i.e. 25%, not .25)

5. Does your organization require employees to use accrued vacation and sick time prior to the start of the family leave?
   Yes
   No

6. Does your organization use short-term/long-term disability insurance to:
   - Cover the full cost of paid family leave
   - Supplement the cost of paid family leave
   - The organization is self-insured (covers the cost directly)
   - A combination of supplement and self-insured

7. For which of the following new-parent employees does your organization offer paid parental leave? (Select all that apply.)
   - Birth mothers
   - Fathers
   - Adoptive parents
   - Domestic partners
   - Foster parents
   - Other mothers (mother as result of surrogacy or other circumstances not listed above)
   - Individuals acting “in loco parentis”
   - Grandparents
   - Other, please specify

8. Are parental leave benefits offered equally to the above categories?
   Yes
   No
   If no, please explain.
Changes Since 2017

1. Have you changed medical benefits for full time staff in the last two years? If so, how? Check all that apply.
   Didn't change
   Added new benefits
   Increased contributions
   Decreased contributions
   Eliminated benefits
   Changed policies and/or providers with no reduction in benefits
   Changed policies and/or providers with reduction in benefits
   Switched to "flexible" cafeteria benefits plan
   Other (please specify)

2. Have you changed dental benefits for full time staff in the last two years? If so, how? Check all that apply.
   Didn't change
   Added new benefits
   Increased contributions
   Decreased contributions
   Eliminated benefits
   Changed policies and/or providers with no reduction in benefits
   Changed policies and/or providers with reduction in benefits
   Switched to "flexible" cafeteria benefits plan
   Other (please specify)

3. Have you changed retirement benefits for full time staff in the last two years? If so, how? Check all that apply.
   Didn't change
   Added new benefits
   Increased contributions
   Decreased contributions
   Eliminated benefits
   Changed policies and/or providers with no reduction in benefits
   Changed policies and/or providers with reduction in benefits
   Switched to "flexible" cafeteria benefits plan
   Other (please specify)
Part-Time Employee Benefits

The next group of questions are about benefits for part-time regular employees.

Questions are about benefits for part-time regular employees.

1. Does your organization have part-time regular employees?
   Yes
   No

2. Does your institution provide any benefits other than those mandated by law (FICA and Medicare, workers' compensation, and unemployment insurance) for part-time employees?
   Yes
   No

3. How many hours per week must a part-time employee work in order to qualify for the benefits?

4. What benefits do you offer to your part-time employees? Check all that apply.
   Vacation
   Sick leave
   Paid holidays
   Individual health insurance
   Family health insurance (do not select if organization only pays for employee)
   Dental insurance
   Long-term disability insurance
   Short-term disability insurance
   Other (please specify)
   Paid Family Leave not covered by insurance
   Life insurance
   Flexible spending accounts - Dependent Care Account
   Flexible spending accounts - Medical Care Account
   Accidental death & dismemberment
   Retirement/pension plan
   Internal museum discounts (cafe, store, etc.)

4. When do part time employees start receiving additional benefits (health, vacation/sick, etc.?)

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>30 days</th>
<th>60 days</th>
<th>90 days</th>
<th>90+ days</th>
<th>n/a</th>
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</thead>
<tbody>
<tr>
<td>Health insurance</td>
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<tr>
<td>Dental insurance</td>
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<tr>
<td>Long-term disability insurance (LTD)</td>
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<tr>
<td>Short-term disability insurance (STD)</td>
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<td>Retirement Plan</td>
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<tr>
<td>Retirement Match</td>
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<tr>
<td>Vacation</td>
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<tr>
<td>Sick Leave</td>
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</table>
General Information

Does your institution have a published personnel policy/handbook?
Yes
No

NEMA collects museum personnel policies/handbooks, which are available for loan to member museums. If you have a policy you would like to share, please send an electronic copy to NEMA (nema@nemanet.org) so we can make it available to other museums. If you would like to borrow any of these policies, click here for details.

Have you used previous NEMA salary survey publications?
Yes
No

How do you plan to primarily use this survey? (select one)
To set salaries of new employees
To review the salaries of existing employees
To plan for adding staff
To gauge how we compare to other museums
To help advise people considering museum work
To negotiate my own salary
Other (please specify)

Are there positions not represented which we could have included in the survey?

Are there other salary questions we could have asked?

Other comments?
As an all-volunteer organization we would like to know more about your workforce even if it is volunteer driven. You and your organization play an important role in the museum community and we want to make sure you are counted!

Below is a list of job titles. Please only fill in the ones in which your organization has a volunteer in the role.

Job descriptions and FAQ can be found on the NEMA website, [nemanet.org/salary-survey](http://nemanet.org/salary-survey).

Match your positions to the titles and descriptions listed in the next section. If you have a similar position that you call something else, fill in the data using NEMA's title. Only the titles included here are valid. Do not use other titles. If duties include more than one job description, match your job to the position of greater authority or, in the case of positions with equal weight, choose the job which occupies the larger percentage of the employee's time. Match individuals to job descriptions primarily by job responsibilities and function.

**Academic options:** High School, 2-year degree, 4-year degree (B.A. or B.S.), Master's degree, Doctorate, Other (please specify)

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours worked in a typical week:</th>
<th>Years in Present Position:</th>
<th>Age (optional)</th>
<th>Gender (optional)</th>
<th>Highest Academic Degree</th>
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</thead>
<tbody>
<tr>
<td>Director/CEO/President</td>
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<td>Chief Financial Officer/Controller</td>
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<td>Facilities Director</td>
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<td>Archivist</td>
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<td>Curator A/Chief Curator</td>
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<td>Registrar A/Collections Manager</td>
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<td>Head Librarian</td>
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<td>Educator A/Director of Education</td>
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<td>Coordinator of Exhibitions</td>
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<td>Director of Marketing</td>
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<td>Membership A, Director of Membership</td>
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<td>Development A, Vice-President/Director of Development</td>
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<tr>
<td>Volunteer Coordinator</td>
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Unpaid Staff & Internships (Volunteer Organizations)

Unpaid Staff

Full time volunteers typically work at least 30 hours a week. Part time volunteers typically work fewer than 30 hours a week. Seasonal volunteers are volunteers that are hired to work fewer than 9 months a year. Do not include seasonal volunteers in full/part time numbers.

Use whole numbers only.

How many full time volunteers did your organization employ on: (Full time typically means at least 30 hours a week.)

July 1, 2019___________
July 1, 2018___________

How many part time volunteers did your organization employ on: (Part time typically means fewer than 30 hours a week.)

July 1, 2019___________
July 1, 2018___________

How many full time seasonal volunteers did your organization employ on: (Season staff work fewer than 9 months a year.)

July 1, 2019___________
July 1, 2018___________

How many part time seasonal volunteers did your organization employ on: (Season staff work fewer than 9 months a year.)

July 1, 2019___________
July 1, 2018___________

Interns

How many paid interns did your organization employ on:

July 1, 2019___________
July 1, 2018___________

How many unpaid interns did your organization employ on:

July 1, 2019___________
July 1, 2018___________