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!

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.

If you have questions, please contact Heather A. Riggs at the New England Museum Association office 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).

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.

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)

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<thead>
<tr>
<th>Job Description</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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<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>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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<td>Volunteer Coordinator</td>
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### Job Descriptions

**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.

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

**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.

**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.

**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.

**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.

**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.

**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.

**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 development experience.

**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.

**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.
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 ____________________________