

JOB DESCRIPTION - MUSEUM

JOB TITLE: Museum Director

REPORTS TO: Mayor

JOB SUMMARY: The Museum Director is responsible for the operation of the DeWitt Museum & Sumpter Valley Railway Depot, and its volunteers. The Director must coordinate activities with the City Administration and Mayor. This person is expected to work twenty (20) hours per week during the Museum's operating season. That season would typically be from mid-May to mid-October.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following:

1. Serves as a resource/authority in matters relating to preserving historical materials and best practices for museum collections and management.
2. Is the face of the Museum in public, must greet visitors, and provide a friendly/welcoming atmosphere.
3. Follows all applicable City policies, procedures, and requirements.
4. Professional cooperation with City Staff members and Volunteers.
5. Provide guided tours, and assist with visitor services.
6. Plan & coordinate special events, and fundraisers.
7. Develops and prepares historical exhibits and collections. Must be able to maneuver between exhibit areas, climb stairs, and lift objects up to 40 pounds.
8. Develops and maintains Museum budget for approval.
9. Maintains accurate Museum records.
10. Be a self-starter.
11. Supervises, assists, and evaluates Museum staff volunteers.
12. Possesses computer skills necessary to develop and maintain museum records.
13. Researches provenance of artifacts.

BUDGET AND FINANCIAL MANAGEMENT: The Prairie City Council is the authoritative body that approves all budget items for the Museum. The Director's responsibilities include the following:

1. Develops plans and budgets for submission to the Budget Officer and approval by the Budget Committee/City Council.
2. Implements approved plans and budgets.
3. Establishes and maintains appropriate records, forms and practices relating to collections, personnel, purchasing, and general administration.
4. Works with the City to identify grant funding opportunities, and ensures timely submission of applications and other needed documents.
5. Provides regular reports on operations as required by and to the City Council.
6. Follows all applicable City policies, procedures, and requirements.

MUSEUM OPERATIONS:

1. Manages Museum concessions, Museum Store, and admissions consistent with goals and policies, with overall responsibility for planning, operations, purchasing, security, profitability, and all record keeping.
2. Is responsible for building security, and coordinating maintenance of facilities and equipment when necessary.
3. Provides training, development and recognition for volunteers.
4. Develops and administers an active docent program.
5. Preparation of historical exhibits and collections, and cataloging of Museum items.
6. Works to enhance and expand the Museum's programs and operations through cooperation with other museums and outside experts.
7. Represents the Museum with relevant local, regional and national professional associations.
8. Maintains and builds relationships with current and potential donors.
9. Works with educational institutions and other outside authorities to further the goals and work of the Museum.

EDUCATION/EXPERIENCE: Preference to person(s) with:

1. Local Historian, an avid scholar, and/or passion for our local history.
2. Bachelor's degree with a major in museum/historical related studies or a discipline related to the Museum's mission and collections, preferred but not required.
1. Two (2) years' experience in museum management, historical preservation, or a related field, preferred but not required.
2. Computer knowledge necessary to develop and maintain records related to museum operations is essential.

Experience/knowledge may be substituted for education at the discretion of the Prairie City Council.

KNOWLEDGE/SKILLS:

1. Principles and practices of professional museum operations.
2. Standards and techniques for preservation and protection of historically significant artifacts.
3. Principles and practices of education and public relations.

SUPERVISION RECEIVED:

Works under the direct supervision of the Mayor/City Administration.

SUPERVISION EXERCISED:

Museum Aides (volunteers)

ATTENDANCE:

This position works 20 hours a week during museum's operating season and at other times as directed by the position's supervisor.

QUALIFICATIONS:

A. Technical:

1. Must be at least 18 years old, possess a high school diploma or equivalent and a passionate interest for history and museum work. A degree, as noted in Education section, is desired but not required.
2. Must have computer skills to independently develop and maintain records.
3. Must have ability to speak in front of small groups.
4. Must be responsible, accountable and able to work independently.
5. Must have effective oral and written communications skills.
6. Must have ability to establish and maintain effective work relationships and deal effectively and courteously with, volunteers, and the public.
7. Must have ability to use a cash register, handle money and make change quickly, and to complete data worksheets.
8. Must be able and willing to work weekends and holidays.
9. Must have ability to read, understand and interpret written material and oral instructions.

B. Physical:

1. Must be able to lift and carry objects and materials up to 40 pounds.
2. Must be able to maneuver between exhibit areas, which may include climbing stairs, without difficulty.
3. Must be able to have sufficient visual and hearing capabilities to respond to public needs, including safety, and for detailed work.

OTHER:

1. The statements contained in this job description reflect general details as necessary to describe the general functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
2. Work scheduling is varied and will be discussed at interview.
3. As a condition of this position, a background check may be necessary.

Are you able to perform the essential functions of this position without accommodation?

Yes _____ No _____ List accommodations: _____

Print Name _____

Signature _____ Date _____

The City of Prairie City has a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. The meeting location is accessible to persons with disabilities. If you require an interpreter, hearing impaired, or require special accommodations for language or persons with disabilities, should be made to the City Recorder (541-820-3605) 133 S Bridge Street, Prairie City, OR 97869