

## **JOB DESCRIPTION**

**IRON COUNTY HISTORICAL MUSEUM**  
**Caspian, Michigan**  
*www.ironcountyhistoricalmuseum.org*

## **MUSEUM DIRECTOR**

**APPLICATION DEADLINE: 12/15/10**

### **DESCRIPTION:**

Under the direction of, and in association with, the Board of Trustees, the Director of the Iron County Historical and Museum Society will plan, direct and coordinate the administration and activities of the Iron County Museum and the Society, including marketing and public relations, fund raising, grant writing, financial management, personnel administration, volunteer recruitment, training and supervision, collection care and preservation, research, public programming, educational programming, exhibit organization and scheduling, and related work as assigned.

### **EXAMPLES OF DUTIES include, but are not limited to: (E = Essential; M = Major Portion of Time)**

- Direct, coordinate, promote, and implement the operations, activities, and programs of the Museum. (E-M)
- Develop policies and procedures for the Museum and implement them upon Board/ approval. (E)
- Supervise, schedule, train, and evaluate employees and volunteers. (E)
- Prepare and monitor the Museum operating budget, including the development of goals & objectives, the control of expenditures, and the preparation of grant proposals. (E-M)
- Direct fund raising efforts, including identifying funding sources (governmental, private and corporate), preparing proposals, performing liaison activities with potential donors and developing potential funding contacts. (E)
- Develop a long-term capital improvement and budget plan for the buildings and grounds including maintenance and repair, the restoration of the historic buildings, an equipment repair, replacement and upgrading. (E)
- Develop a marketing and public relations plan for the Museum to increase attendance and gift shop sales, as well as membership numbers and involvement; write and distribute press releases; promote Museum activities, and respond to public inquiries. (E)
- Review existing collections development, care and preservation policies and procedures and develop and initiate a comprehensive set of "best museum practice " to assure the long-term preservation of and access to the Museum's collections. (E)
- Serve as the primary Museum liaison to local governmental officials, appropriate professional and community organizations, and to the Museum's Board, Endowment Board, and the various Board and volunteer committees. (E-M)
- Direct and coordinate general maintenance, security, and preservation of buildings and grounds to assure the safety and security of staff and visitors. (E)
- Implement the Board approved Strategic Plan. (E)
- Work flexible hours. (E)
- Perform other related duties as assigned.

### **PERFORMANCE GOALS:**

- Achieve an attendance of 3,000 visitors in the first full year of the Museum's operation following appointment, and an increase of 10%/year in the ensuing two years.
- Raise a minimum of 10% of the annual expenditures in the second and third year of employment through special projects and events.
- Increase gift shop sales by 10%/year in the first three years.

- Successfully obtain five grants to support projects or operations in the second and third year.
- Grow membership by at least 15%/year in second and third year of employment.

**QUALIFICATIONS:**

**Knowledge of:**

- A variety of academic fields such as history, art history, and art.
- Budget management, grantsmanship, and proposal preparation.
- Principles and practices of museum/cultural institution management, policies, and procedures.
- Principles, practices and techniques of personnel management.
- Academic research methods, exhibition design, and collection management.

**Ability to:**

- Coordinate, organize, and implement museum activities , special events, and exhibitions.
- Prepare and distribute press releases and promote Museum activities and programs.
- Recruit, select, train and evaluate employees and volunteers.
- Research, compile and prepare records and reports in a timely fashion.
- Write and process grant proposals for various funding sources.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with diverse audiences, agencies, school officials, the media, other governmental entities, funders, donors, Board members, and others in the course of work.
- Effectively coordinate sponsorship and fundraising activities and establish cooperating working relationships with these contacts.
- Use independent judgment in decision-making and complex problem solving.
- Learn and operate computer software programs.
- Work flexible hours.

**Education:**

A minimum of a baccalaureate degree, a master’s degree preferred, in history, museum studies or a related field. A willingness to pursue further training through participation in workshops and seminars to strengthen capabilities as the leader of the Museum.

**Work Experience:**

A minimum of at least two years of successful administrative and/or program responsibility in a museum, library/archive, or arts/cultural organization, or the equivalent.

**APPLICATION INSTRUCTIONS:**

Interested persons should submit a letter of application, stating interest, qualifications and contact information, as well as the names, addresses and email contacts of at least three references familiar with applicant’s work experience and qualifications to:

John Reed, Chair  
 Director Search Committee  
 Iron County Historical and Museum Society  
 P.O. Box 272  
 Caspian, MI 49915

Email: *[jfreed1@earthlink.net](mailto:jfreed1@earthlink.net)*