

TITLE: Museum Administrator

LOCATION: East Benton County Historical Society & Museum
(205 Keewaydin Drive, Kennewick, WA 99336)

SUMMARY JOB DESCRIPTION:

The East Benton County Historical Society & Museum is currently seeking a Museum Administrator to oversee and provide leadership to the organization. In this part-time position, the Museum Administrator will handle all the day-to-day functions of the society and museum, including developing displays and programs, providing museum tours, and working with the community, volunteers, society membership, and Board of Directors. A complete job description is available on the following page.

MINIMUM QUALIFICATIONS:

- Associate of Arts degree from an accredited college. Bachelor of Arts/Science degree preferred.
- Three years of relevant experience. Museum experience and lead or supervisory experience desirable.
- Or equivalent technical training, education, and/or experience.

HOURS OF WORK: Part-time (20-30 hours/week)

MUSEUM HOURS: Tuesday – Saturday 12:00pm – 4:00pm

SALARY RANGE: \$12.00 - \$16.00/hour, depending on qualifications, includes paid time off (sick, vacation & holidays)

CLOSING DATE: Application package must be received by Tuesday, May 10, 2016 @ 5:00pm

TO APPLY: Email a cover letter, resume, and list of three references to ebchs@frontier.com with subject "Museum Administrator"

Museum Administrator

East Benton County Historical Society & Museum

Job Purpose and Summary

The Museum Administrator oversees and provides leadership for the East Benton County Historical Society and Museum in accordance with the mission, budget, policies, and procedures of the organization. Provides member and customer services to the community and demonstrates good stewardship of museum resources. Manages museum operations and promotes the museum and society through programming, promotion, and fundraising efforts.

Supervision Received and Exercised

Receives general direction from the Board President. Exercises direct supervision over volunteer staff.

Essential Duties and Responsibilities

The following list is illustrative and is not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude the Board of Directors from assigning specific duties not listed if such duties are a logical assignment to the position.

Oversees the day-to-day operations of the museum and gift shop developing displays and programs, and providing tours to the public.

Maintains responsibility for daily cash handling and visitation records.

Analyzes visitor data for planning and goal setting.

Maintains building security, serves as building coordinator and primary contact for facilities issues.

Manages volunteer program, including the selection, training, and scheduling of volunteers.

Develops reports to the Board of Directors and membership.

Utilizes traditional, print, social, and other forms of media to foster membership and museum attendance and growth.

Collaborates with community partners and develops relationships with community organizations and staff to communicate the museum's vision.

Identifies, recommends, and procures potential revenue streams and new opportunities for the museum's growth and development.

Ensures the operations and administration of the Museum are in compliance with City policies, City ordinances, and local, State and Federal regulations.

Assists with budget planning and implementation.

Assists with museum fundraising events and planning.

Assists with formulating and implementing museum policy.

Assists in the selection, evaluation, and orientation of new Board members.

Assists with press releases related to museum operations.

Participates in various outreach functions.

Performs other related duties as assigned.

Qualifications

Associate of Arts degree from an accredited college. Bachelor of Arts/Science degree preferred.

Three years of relevant experience. Museum experience and lead or supervisory experience desirable.

Or equivalent technical training, education, and/or experience.

Knowledge, Skills, and Abilities:

Knowledge of local and state history.

Knowledge of budgeting and financial management.

Skills in customer service.

Skills in current office methods, equipment, practices and procedures including PC usage and familiarity with Microsoft Word, Excel, Power Point, and other personal computer applications, emailing systems, social media and web-based searching.

Ability to present and communicate effectively.

Ability to represent the society in a positive, responsive manner to the public, volunteers, and supporters.

Ability to maintain tact, courtesy, confidentiality, and strict discretion in dealing with the public.

Associates degree in a related field, Bachelor's degree is preferred.

Business and operations experience preferred.

Work Environment and Physical Demands

Normally seated, standing or walking at will.

Extended periods of standing may be required when working.

Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.

Keyboarding and working at a computer monitor for extended periods required.

Phone usage, reading, speaking, and listening required.

Interaction with museum visitors and volunteers will be necessary to resolve situations or problems.

April 15, 2016