

## **Wakarusa River Valley Heritage Museum**

### **Job Description:**

#### **Museum Administrator**

The Clinton Lake Historical Society is seeking to fill the position of Museum Administrator for The Wakarusa River Valley Heritage Museum.

Summary: Regular part-time position, Flexible hours, approximately 15 hours a week. Responsible for the management of museum facilities, staff, programs, and marketing (including social media).

#### Responsibilities :

- Plans and manages the business operations of the WRVHM (Museum)
- Assigns, monitors, and schedules staff and volunteers, in accordance with adopted policies.
- Manages the upkeep of the exhibits and facility.
- Develops, monitors, and controls budget expenditures, in conjunction with the Board of Directors.
- Participates in fundraising events, and seeks private, state and federal grants.
- Promote museum through social media and local outlets.
- Present monthly report to Board of Directors.
- Other duties as assigned

#### Requirements and Qualifications include:

Museum management preferred, but not required.

Experience in business management, museum sciences, or non-profit organizations highly preferred.

Knowledge of personal computers, Microsoft Office, Excel, social media, and the ability to learn new software programs.

Ability to multi-task, Self-motivated, and enjoy working with public.

Send a resume, including contact information and three professional references, to:

[wakarusavalleymuseum@gmail.com](mailto:wakarusavalleymuseum@gmail.com)

Subject: Museum Admin

\*Applications will be accepted until March 15 or until the position is filled.