

**Job Description:** Hay Lake School Museum Site Manager

**Position Title:** Site Manager

**Function:** Museum Administration and Interpretation

**Accountable to:** WCHS Executive Director

**General description:**

Part-time position. Administration of the building and museum programs; accessioning of artifacts; public relations; recruitment, supervision and training of volunteers; maintaining active contact with key professionals and agencies.

**Primary Responsibilities:**

Arrange for open hours of the museums and special tours as requested.

Care for and provide interpretation of the museum using professionally accepted standards in exhibition and program presentation.

Conduct tours and special programs at the museums.

Supervise cleaning, renovating and preserving of the artifacts on display, museums and grounds. Determine repairs and renovation needed and report to Executive Director with cost estimates; oversee work as requested by the executive director.

Keep records of museum visitors, gift shop sales and proceeds from fundraisers & events.

Assist Executive Director with the Administration of the Washington County Historical Society.

**Management of Staff:**

Recruit, train and supervise volunteers, tour guides and maintenance personnel.

Keep record of volunteer hours and set work schedules.

Oversees summer intern at site – if one is provided.

**Public Relations.**

Contact the public, schools and tour operators to promote tours and museum activities.

Promote the museum through advertising media, social media, brochures and flyers.

Seek opportunities for public relations through talks, demonstrations, memberships, etc.

**Program Development.**

Develop museum programs and special events.

Develop handouts, flyers, booklets to correspond with programs and events.

Seek money sources for programs and events.

**Qualifications and Experience:**

College degree in a history related field.

Administrative skills, strong communication skills and an interest in local & state history.

Knowledge of basic conservation and preservation methods, materials and resources.

Ability to accurately interpret local history in a variety of formats.

Ability to supervise and work successfully with volunteers.

Ability to develop special events to enhance museum attendance.

Ability to display collections in attractive and meaningful ways.

Ability to adapt to the ever-changing needs of the historical society and museum.

Ability to use social media to enhance museum visibility and attendance.