

Museum Manager Madison County Historical Society

Position Summary The **Museum Manager**, under the direct supervision of the Museum Director, is responsible for supporting the mission of the Madison County Historical Society Museum according to the strategic direction set by the Board of Directors. This role serves as a key administrative and operational leader, with a primary focus on **marketing and public relations**, the development of **educational programming**, the supervision of **front desk staff**, and the management of **facility rentals**.

Primary Responsibilities

1. Marketing and Public Relations

- **Strategy and Promotion:** Plan and execute strategies to promote the museum and increase Historical Society membership and Museum attendance.
- **Collateral Development:** Create promotional materials in support of museum events and initiatives.
- **Digital Presence:** Manage the museum's social media presence and utilize digital tools like Canva and the Google Suite to enhance the organization's profile.
- **Community Advocacy:** Act as a spokesperson for the Museum and represent the organization at community activities to enhance its profile in coordination with the Director.
- **Stakeholder Communication:** Communicate regularly with stakeholders, civic leaders, and local media regarding Museum activities and programs.

2. Educational Programming

- **Program Oversight:** Oversee the planning, implementation, and evaluation of the Museum's educational programs and services to ensure they align with the mission.
- **Visitor Experience:** Seek out and implement innovative display strategies and techniques designed to enhance the visitor experience.
- **Event Coordination:** Schedule, set up, and assist with social events, tours, and fundraising activities throughout the calendar year.
- **Community Events:** Participate on the Covered Bridge Festival planning team and serve on duty during the event.

3. Front Desk Staff Supervision

- **Operations Management:** Directly oversee front desk operations, including greeting visitors, answering questions, and providing directions.
- **Financial Oversight:** Record, balance, and deposit front desk income accurately.
- **Personnel Leadership:** Supervise, coach, and mentor staff and volunteers to improve performance and promote high morale.
- **Hospitality Standards:** Ensure a continuously welcoming environment for all visitors, guests, and researchers.

4. Facility Rental Management

- **Rental Oversight:** Oversee the appropriate rental and operation of Museum properties to external groups.
- **Logistics:** Coordinate the scheduling and setup for private rentals and community-based activities held on-site.
- **Contractual Management:** Manage routine vendor interactions and ensure rental activities comply with Board-approved procedures.

5. Administration and Risk Management

- **Office Management:** Perform typical office duties involving communication, paperwork, and data entry in PastPerfect software.
- **Leadership Support:** In the Director's absence, handle day-to-day activities or contact the Board's Executive Committee for assistance.
- **Risk Mitigation:** Identify and evaluate risks to staff, volunteers, and property, and implement measures to mitigate those risks.
- **Other Duties:** Other tasks may be assigned by the Director or Board Executive Committee.

Qualifications

- **Education:** A minimum of a High School diploma is required; experience in history or museum studies is preferred.
- **Skills:** Proficiency in Microsoft Office, Social Media apps, Canva, Google Suite, and PastPerfect Museum Software.
- **Communication:** Excellent written and oral communication skills; ability to speak and write clearly and timely.
- **Physical:** Ability to lift and carry up to 50 pounds, climb a ladder, and stand or sit for extended periods.

Personal Characteristics

- **Hospitality:** Commitment to providing a welcoming environment.
- **Adaptability:** Willingness to be flexible and effective in a changing work environment.
- **Organization:** Strong time management skills and the ability to track details and data accurately.
- **Collaboration:** Ability to work independently with minimal supervision while also fostering teamwork with staff, volunteers, and Board members.

Working Conditions

- The reporting location is in **Winterset, Madison County, Iowa**.
- **Onsite attendance** is required for most duties.
- Must be willing to work **evenings, weekends, and overtime** as needed to accommodate Board meetings, museum events, and public community events.