

Job Description

Position Title:	Director, Whitaker Museum
Reports to:	The Whitaker Museum Board and the City Manager
Department:	Whitaker Museum
Primary Work Location:	Whitaker Museum
Salary	Up to \$1,250/month stipend
Position Status	Limited Employee (no benefits)(15 to 19 hours per week)
Major Function	Under the general supervision of the Whitaker Museum Board, the Director manages the basic operations and programs of the Whitaker Museum and promotes the Museum branding.

Essential Responsibilities and Duties

1. Directs curating activities of the Whitaker Museum. These include but are not limited to: collections, exhibits, signage, historical documentation, digitization, preservation, artifact displays, develops exhibits, etc.
2. Recruits and assists in training volunteer docents in the overall operations of the museum. This includes caring for artifacts, preparing for and conducting museum tours, and ensuring the museum is clean in accordance with the Whitaker Museum Board and commonly accepted small museum standards.
3. Schedules the use of the facility based on availability of docent volunteers or qualified personnel for activities as authorized under the guidelines of the Whitaker Museum Board. Current 'Open' schedule is every Tuesday 10:00 am to 6:00 pm.
4. Proactively identifies, seeks, plans and implements all Whitaker events to ensure a professional result. Whitaker events are to promote the museum such as: fundraisers, commemorative and historical activities, marketing events, and community events. Director will coordinate with Board liaison and provide the necessary support for successful events.
5. Assists with managing the Whitaker Museum budget. This includes coordinating with Centerville City Staff in the payment of accounts and reporting to the Whitaker Museum Board on the status of the budget at Board meetings.
6. Supports the Whitaker Museum Board by attending Board meetings, providing administrative support, and professional expertise.
7. Ensures approved administrative functions are completed by self or others. This may include; writing grants, public relations, maintaining records and correspondence, website maintenance, Eagle Projects and/or other volunteer projects, current records keeping and etc.

8. Identifies building and grounds maintenance needs and coordinates with the Parks Department to address those needs.

Education and Experience: 1. High School Graduate/or GED required. Desire post high-school education relevant to the duties of the position.
2. Museum experience and/or knowledge preferred.

Knowledge, Skills and Abilities: 1. Demonstrated skills in the use of Word, PowerPoint, Access, and Outlook.
2. Ability to communicate effectively verbally and in writing, including demonstrated skills in letter writing, writing procedures and training aids, creating agendas and managing emails.
3. Experience in Past Perfect (or similar software) or willingness to learn.
4. Ability to train and manage people with an uplifting attitude and demeanor.
5. Ability to establish and maintain effective working relationships with Museum Board, City staff, volunteers and the general public.

Desired Attributes: 1. Appreciation for the history of Centerville and the mission of the Whitaker Museum.
3. Desire to engage in professional development training and to attend training as approved by the Whitaker Museum Board.

Please submit your resume and/or application to the City Recorder.