

October 20, 2017

Elkhorn Valley Museum

Job Description: Museum Manager (Full-time)

Elkhorn Valley Museum is seeking a Museum Manager who will be responsible for managing the Elkhorn Valley Museum operations and staff. The Museum Manager is responsible for administrative oversight and, in collaboration with the Director of Education, leads all tasks accomplished by the organization. This position reports to the Board of Directors.

Celebrating Our Past, Shaping Our Future. Located in Norfolk, NE the Elkhorn Valley Museum is a nonprofit dedicated to preserving and sharing the history of the 22 county region in Northeastern Nebraska. The Museum features the Johnny Carson Gallery, Square Turn Tractor, permanent exhibits, the LaBarre Temporary Exhibit Gallery, Dederman Settler's Cabin, Dederman One-room Schoolhouse, and the Cave and Gardens in Verges Park. The artifact collection represents the history of the region. Open Tuesday-Saturday 10am-5pm, closed major holidays. Check www.elkhornvalleymuseum.org or Facebook for more information.

Main Responsibilities:

- Open and close the museum
- Respond to maintenance and security concerns for museum facilities and grounds.
- Reply in a timely professional manner to all public inquiries and media requests
- Oversee rentals of museum community rooms, photography sessions, and group tours
- Prepare and send membership renewal letters including reminders, new memberships, and expired memberships
- Promote membership program and develop strategies for increasing membership
- Supervise front desk workers, museum custodian, volunteers, and interns
- Advise volunteers, staff, and Board of all official museum policies and procedures
- Attend and facilitate monthly Board meetings
- Prepare monthly board reports on museum visitation, accomplishments, and trends
- Process financial transactions and information in Quickbooks
- Process any mail received including payment of bills
- Maintain museum gift shop, with assistance from Board of Directors Gift Shop Committee
- Prepare monthly and annual reports on museum finances with assistance from Board-authorized accountant
- Submit payroll information to accountant
- Contribute to the quarterly member newsletter
- In conjunction with the artifact committee, process all potential artifact donations for consideration
- Ensure the artifact collection is cared for in line with the Collections Management Policy
- Represent the museum at community meetings and events and serve on pertinent community committees
- Facilitate museum relationships with all vendors, service providers, and business partners
- Research, evaluate, apply, and report on any grants
- Assist Board in fundraising and sponsorship efforts

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Additional Responsibilities:

- Support the Director of Education with planning and execution of programs, events, and exhibits
- Staff the front desk/gift shop as needed
- Perform other duties as assigned

Qualifications:

- Required:
 - Strong work ethic, with the ability both to take a leadership role and work collaboratively in a small team
 - Excellent communication skills, both written and verbal
 - A Bachelor's degree in history, museum studies, nonprofit administration, or related field
 - 1-3 years of experience working in museums or similar nonprofit
- Preferred:
 - Basic knowledge of Quickbooks
 - Basic knowledge of PastPerfect database
 - Master's degree in relevant field

Hours and Compensation:

Tuesday-Saturday work-week. The position's salary is \$34,000 - \$36,000 dependent on qualifications. Compensation also includes 80 hours of paid vacation, 5 holidays, 40 hours PTO, and 80 hours sick leave as well as a health insurance stipend.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee in order to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk; and hear. The employee must occasionally lift and/or move (push and/or pull) up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Application:

Please send Cover Letter and Resume to info@elkhornvalleymuseum.org. Applicants will be reviewed on a rolling basis. Open until filled.