

Bartholomew County Historical Society  
Position: Education and Collection Manager (32 Hr./Wk., salary)  
Office Hours: Monday-Friday, occasional evenings/weekends.

2021

#### About the Organization:

Founded in 1921, the mission of the Bartholomew County Historical Society (BCHS) is to collect and preserve Bartholomew County artifacts, photographs, and documents. Through interpretive programs and displays, BCHS teaches the heritage of this region to enrich both present and future generations. Our goal is that we may know who we are today based on where we came from yesterday.

#### Job Description:

The Education Manager will be responsible for all educational and museum programs for learners of all ages. This position includes leadership in recruiting, organizing and utilizing volunteers to support the various activities of BCHS. They are also responsible for our extensive collection, leading all aspects of collection management. The education manager will provide support to the BCHS daily operations, assisting the Executive Director and Board of Directors as directed by the Executive Director to ensure the organizations' mission is being fulfilled at a level of excellence. As a team member, the ideal candidate must be able to work independently and in a collaborative environment.

#### Primary Responsibilities

- Lead all BCHS programming and education activities including Spring on the Farm, Hands-On History, Quarterly Museum speaker series, summer camps and newly developed programs.
- Collaborate with other community organizations to provide educational programs.
- Manage the annual Reeves Festival.
- Manage the Volunteer Resource plan for the organization.
- Manage all aspects of our extensive collection including preservation, accessioning, deaccessioning, prioritizing collection restoration, and preparing selected artifacts for display in museum exhibits.
- Assist the Executive Director as needed.
- Become proficient in Bartholomew County history.
- Provide research assistance and develop extensive knowledge of BCHS paper item collection.
- Assist Museum Manager in planning and curating museum exhibits on a rotating basis.
- Learn collection and donor software program.
- Assist with developing new, permanent museum exhibits.
- Serve on various BCHS committees as needed.

#### Assistance to the Executive Director

- Serves the mission of the organization, while collaborating with the Executive Director, board and staff on the development and execution of the vision for the organization.
- Provide excellent customer service to board, donors, volunteers, vendors, community partners and guests of the organization.
- Assists the Executive Director with other duties as required.
- Assist with program/event logistics, community engagement and serves on outreach committees as needed.

#### Resource Development

- Collaborate with staff, board, volunteers and contractors to plan, implement, and coordinate annual fundraisers, and fundraising activities and events.
- Identify additional funding opportunities, including local, regional and national grants, and private and public partnerships.

Qualifications:

- Degree from an accredited 4-year college/university, with a preference for candidates with several years of experience with education, history, and museums.
- Must be proficient with Microsoft products.
- Ability to work during standard office hours plus evenings and weekends as needed.
- Must be highly organized, have outstanding communication skills, including written, oral and interpersonal.
- Passion for teaching and sharing history to all learners.

To Apply:

Email resume and a cover letter, outlining your qualifications and interest in the position by April 5, 2021 to Diane Robbins, BCHS Executive Director [bchistory1821@gmail.com](mailto:bchistory1821@gmail.com)  
For more information on the Bartholomew County Historical Society, visit [bartholomewhistory.org](http://bartholomewhistory.org)