

Bartholomew County Historical Society
Position: Museum Manager (20-25Hr/Wk, hourly)
Office Hours: Tuesday-Thursday, 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 Museum Manager will be responsible for all aspects of daily museum operations, assisting the Executive Director and Board of Directors as directed by the Executive Director to ensure the organization's 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

- welcome guests and deliver an exceptional visitor experience
- provide oversight of the daily operations of the 3rd Street museum
- assist the Executive Director as needed
- become proficient in Bartholomew County history
- provide research assistance
- plan and curate museum exhibits on a rotating basis
- Manage collection and donor software program
- Work with tenants at the Henry Breeding Farm to provide assistance as needed

Administration

- Organize museum collection items including photos and items in the research library
- Produce quarterly newsletter
- Manage on-line email publications
- Maintain and update standard office procedures

Assistance to the Executive Director

- Serve 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.
- Assist the Executive Director with other duties as required
- Assist with program/event logistics, community engagement and serve on outreach committees as needed.

Resource Development

- Collaborate with staff, board, volunteers and contractors to plan, implement, and coordinate annual fundraisers, fundraising activities and events, and year end giving.
- 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 history, museums, nonprofit management, and business administration.
- Must be proficient with Excel, Wordpress, Google Docs, Social Media, and donor software.
- 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 working with people, history, culture and community engagement in Columbus.

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

For more information on the Bartholomew County Historical Society visit, bartholomewhistory.org