

JOB APPLICATION
EXECUTIVE DIRECTOR – DOUGLAS COUNTY MUSEUM
DOUGLAS COUNTY HISTORICAL MUSEUM DISTRICT
700 S. Main Street, Tuscola, IL 61953
217-253-2535

Douglas County Historical Museum District is an equal opportunity employer. This application will not be used for limiting or excluding any application from consideration for employment on a basis prohibited by local, state, or federal law.

Please fill out the sections below:

Applicant Personal Information:

Name: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Phone Number: Cell _____ Home _____

Date of Application: _____

How did you hear about this position? _____

If hired, how quickly can you report to work? _____

If you have a condition that requires job accommodations, please describe the accommodations required below:

Job Skills/Qualifications ENCLOSE REQUIRED RESUME

Please list below the skills and qualifications you possess for the position:

Education and Training

High School

<u>Name</u>	<u>Location (City,State)</u>	<u>Year Graduated</u>	<u>Degree Earned</u>

College/University

<u>Name</u>	<u>Location (City,State)</u>	<u>Year Graduated</u>	<u>Degree Earned</u>

Vocational School/Specialized Training

<u>Name</u>	<u>Location (City,State)</u>	<u>Year Graduated</u>	<u>Degree Earned</u>

Previous Employment

Employer Name: _____

Job Title Held: _____

Supervisor's Name: _____

Employer Address: _____

Employer Phone: _____

Dates Employed: Month/Year _____

Reason for Leaving _____

Employer Name: _____

Job Title Held: _____

Supervisor's Name: _____

Employer Address: _____

Employer Phone: _____

Dates Employed: Month/Year _____

Reason for Leaving _____

Job Information

- This is a full-time exempt position requiring a minimum of 35 hours per week.
- Position requires working two Saturdays per month four hours each.
- Position's gross salary range is: \$34,000 - \$38,000
- Plus paid medical insurance premium, for employee only, up to \$450 per month.
- Plus 7 paid holidays.
- Plus 10 paid personal days.
- Job description enclosed.

At-Will Employment

The relationship between you and the Douglas County Historical Museum District is referred to as "employment at will." This means should you be hired, that your employment can be terminated at any time for any reason, with or without cause, by you or the district. No representative of the district has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that if hired that your employment is "at will" and that you acknowledge that no oral or written statements or representations regarding your employment can alter your "at will" employment status, except for a notarized written statement signed by you and the Douglas County Historical Museum District President.

Applicant's Signature: _____ Date: _____

MAIL APPLICATION AND RESUME TO:
Douglas County Museum, 700 S. Main St., Tuscola, Illinois 61953
or email to: douglascountymuseum@hotmail.com

SUBMISSION DEADLINE
APPLICATION & RESUME MUST BE RECEIVED BY
4:00pm NOVEMBER 8, 2024

Douglas County Historical Museum District
Douglas County Museum Executive Director Job Description
 700 S. Main Street
 Tuscola, IL 61953
 217-253-2535

Job Title: Executive Director	Job Classification: Exempt
Date: October 3, 2024	Work Week: Minimum 35 hours per week
Salary: Paid twice a month	Work Schedule: Posted museum hours Monday – Friday, and two Saturdays a month for four hours each

Position Overview

The Executive Director is the Executive Officer of the Douglas County Historical Museum District and reports directly to the Board of Trustees. The Director is responsible to the Board for the implementation of its policies, manages the day-to-day operations of the Douglas County Museum and directs its volunteers. He/she serves as the Museum’s primary liaison to the Museum Association of Douglas County and the communities in Douglas County, promoting a positive image of the Museum in all interactions and activities. The Director works with the District Board of Trustees to develop and implement strategic goals, objectives and plans.

Job Functions

Operations Management:

- Direct and manage the day-to-day operations of the Museum in harmony with Board directives, bylaws procedures, and policies.
- Prepare operating, exhibit and event plans for approval by the Board.
- Plan and implement all permanent and temporary exhibits, interpretative programs and other museum activities to conform to the museum’s mission and educational goals.
- Develop and implement operating policies, as approved by the Board, or as directed by the Board, to ensure that the Museum is working in an efficient manner.
- Advise the Board on professional museum standards, policies, ethics and current issues and legislation that may affect the Museum.
- Hire, with Board approval, all staff and contractors.
- Promote a positive image of the Museum in all interactions and activities.
- Oversee the preparations and submission of all legally required forms and reports to state and federal agencies.
- Act as the Museum District’s Open Meetings Act Designate and Freedom of Information Act Officer.
- Maintain oversight to ensure accurate and up-to-date museum records.
- Attend all District Board meetings,
- Serve as the primary liaison to the Museum Association of Douglas County, attending Museum Association Board meetings.

- Keep District Board updated regarding the activities of the Museum Association of Douglas County, and assuring, when appropriate, that District Board approvals are obtained before any action is taken.
- Keep Trustees informed of all pertinent issues and respond promptly to Trustee and committee requests for information and/or assistance.
- Provide monthly review report to Trustees and an annual review and report to Trustees and members.
- Work with the Board to develop and implement short and long term strategic plans and goals.
- Assist Treasurer, as requested, in preparing the annual financial budget for approval by the Board.
- Ensure proper financial procedures are adhered to and manage income and expenses to the annual budget, making effective financial and operational decisions that will positively impact the museum.

Human Resources Management:

- Direct and manage staff, contractors and volunteers ensuring procedures are in place and followed, and providing training as required.
- Conduct staff and/or volunteer meetings as needed.

Marketing & Development

- Serve as the chief spokesperson for the Museum.
- Lead and actively participate in fundraising, members and community museum activities.
- Actively research and write grants.
- Supervise all public relations activities including museum newsletter, media relations and community affairs.
- Encourage planned gifts through programs and people contact; coordinate membership drives.
- Develop and implement strategies for increasing earned income as approved by Trustees.

Museology

- Provide creative vision and leadership for all Museum programs including collections management, registration and care, and all curatorial and educational activities.
- Ensure the development and maintenance of a documented collections policy for efficient, beneficial acquisitions and deaccessioning.
- Provide leadership for the Museum to use innovative and engaging displays, presentation and interpretation techniques to appeal to a new generation of Museum visitors.
- Ensure that educational programs are developed, maintained and promoted to Douglas County schools and organizations. Direct and routinely evaluate educational programs.
- Conduct Museum tours and presentations as needed.

Facility & Grounds Management

- Oversee the secure use and maintenance of the facility, its equipment and supplies, building and security systems and grounds and parking facilities.
- Ensure the application of adopted policies and procedures regarding operating hours, visitor/volunteer safety, comfort and accessibility.
- Routinely evaluate all procedures and controls relating to the security of the Museum, its contents and the physical condition of the building and grounds.

Qualifications

- Undergraduate degree or equivalent work experience in the following or closely related fields: Museum Studies, History, Public Administration, Education, Business Administration.
- Knowledge of standard museum operating procedures.
- Excellent writing and speaking skills.
- Excellent leadership and problem-solving skills.
- Strong computer and communications skills.
- Ability to inspire, lead and manage staff and volunteers.
- Ability to work closely and effectively with the Board of Trustees.
- Skill at working with other people.

Other Desired Knowledge/Skills/Abilities/Experience

- Experience with museum collections management, registration, or other related field of museum studies.
- Extensive knowledge of Douglas County and/or east-central Illinois history.
- Master's degree in one of the fields listed above in Qualifications, especially Museum Studies.
- Museum employment of at least one year.
- Experience in grant writing.
- Knowledge of standard museum operating procedures.

Adopted/Approved 10-3-24