



HISTORY MUSEUM

AT THE CASTLE

Position: Education & Collections Manager

Salary: \$30,000 - \$40,000

Hours: 40 hours weekly, full-time, professional, exempt

Supervisor: Chief Curator

Oversees: Interns, volunteers, seasonal staff

Position Summary:

The History Museum at the Castle seeks a dynamic Education & Collections Manager. The successful candidate will be responsible for developing and implementing public education programming and collections management for the History Museum.

Essential Qualifications:

- B.A. in History, Education, Museum Studies, or related field.
- 2+ years of experience in public history, museum education, collections, or related field.
- Excellent interpersonal skills, public speaking, and writing ability.
- Proficient computer skills including Microsoft Word, Excel, and Powerpoint.
- Passion for local history.

Desired Qualifications:

- M.A. in History, Education, Museum Studies, or a related field.
- Experience working as an educator.
- Experience managing museum collections.
- Creativity, self-motivation, and the ability to coordinate multiple projects.
- Familiarity with social media management, graphic design, and marketing.

Education Programming:

- Develops and implements public education programming for K-12 students, life-long learners, and community partners.
- Coordinates educational activities including: strategic planning, project management, peer-to-peer collaborations, school visits, adult programming, and special events.
- Maintains an active working relationship with school administrators and teachers to develop quality programming based on feedback and curriculum standards.
- Creatively engages the community to increase public program attendance and revenues.
- Researches historic themes, topics, and points of interest using primary and secondary sources to develop, implement, and enhance educational programming.
- Manages the education budget.
- Develops and maintains materials in the education collection.
- Recruits and manages volunteers, interns, and seasonal staff to support programmatic offerings.

- Works with the Chief Curator to identify granting agencies and write grant proposals to support educational programs.
- Coordinates promotional activities in support of education programs.
- Conducts annual evaluations of all education programs.

Collections Management:

- Manages collection records including Deed of Gifts, donor files, registration, loan records, and digital records using Past Perfect.
- Coordinates the processing of incoming collections, including training and overseeing interns, volunteers, and seasonal staff.
- Monitors environmental conditions in storage facilities, including IPM, temperature, and humidity.
- Identifies items for acquisition and de-accession.
- Works with the Chief Curator to purchase supplies necessary to protect 3D and archival collections.
- Executes 3D and archival loans for exhibits, including all paperwork and condition reports ensuring prompt return of materials.
- Works with the Chief Curator to identify granting agencies and write grant proposals to support collections maintenance and development.
- Creates professional artifact mounts for storage and exhibition.

Other:

- Works rotating weekend shifts and off-business hours as necessary.
- Serves as a security contact capable of responding in an emergency.
- Participates actively in History Museum and community organization(s) committee work.
- Accepts speaking engagements on behalf of the History Museum.
- Identifies and recommends items for sale in the History Museum gift shop.
- Delivers excellent customer service.
- Works with the Chief Curator to develop, implement, maintain, and evaluate exhibitions.
- Ability to lift 40 lbs.
- A valid driver's license or ability to obtain one.
- Performs other duties as assigned.

To Apply:

- Prepare a single document (MS Word or PDF) containing: a cover letter, a current resume or vita, and at least three references.
- Request a letter of recommendation from either an academic instructor, advisor, or a current/recent employer.
- Email the documents as an attachment to Chief Curator Dustin Mack at dustin@myhistorymuseum.org. Include your name and the job title in the subject line.

The successful candidate will have an anticipated start date in June 2019.