

## MUSEUM DIRECTOR

General Statement of Duties: Supervises the operation of the Wyandotte Historical Museums (the Ford-MacNichol Home, 2610 Biddle Ave.; the Historic Marx Home, 2630 Biddle Ave.; the Historic Burns Home, 2624 Biddle Ave.; and the Log Cabin in Bishop Park.) and special event programming. The Director shall report to the Superintendent of Recreation, Leisure, and Culture, and advocate for the general policy direction established by the Wyandotte Cultural and Historical Commission subject to the approval of the Mayor and Council.

Distinguishing Features of the Class: The Museum Director plans, develops, directs, maintains and coordinates the operation of the Museums. The work of the Director is supervised daily by the Superintendent of Recreation, Leisure, and Culture (RLC). Job performance is reviewed through periodic evaluations involving direct supervisor and the Wyandotte Historical Commission. Supervision is exercised over staff employees whom could be but not limited to curators, part-time clerical, maintenance workers and volunteer workers.

### Examples of Work: (Illustrative Only)

- Become knowledgeable of Wyandotte's History and Community Life.
- Oversee all aspects of accessioning, de-accessioning, and care of artifacts of the Museum including repairing, re-conditioning, storage and recording of artifacts and exhibits. De-accessioning shall be subject to the approval of the Commission.
- Oversee and maintain the Wyandotte Museums' archives.
- Oversee all aspects of collections management and care.
- Oversees the maintenance of buildings and grounds.
- Responsible for fundraising to support programs and operations.
- Implement hours of operation approved by the direct supervisor, Commission, and City Council.
- Responsible for maintaining an appropriate/consistent working schedule with daily/regular hours with full and/or volunteer help.
- Maintains system of controls to insure expenditures are within budgetary limits.
- Delivers speeches and prepares news media releases concerning the Museums or other assigned special events.
- Responsible for planning, developing and directing educational programs and conducting and hosting school classes and other groups visiting the premises.
- Develop, design, and implement programs and exhibits for the museum.
- Performs special research studies and other activities for Commission.
- Keeps abreast of current developments in the field by professional affiliations, reading, attendance at workshops and other mediums as they develop.
- Attend workshops and educational seminars as assigned and approved by direct supervisor and Commission.
- Plan and advocate for the preservation and interpretation of the community's heritage and its historical resources.
- Plan marketing and development actions to better the institution.
- Manage and maintain the daily needs of the Wyandotte Museums, premises, and staff.
- Supervise and oversee the employees in their duties, including annual job evaluations.

- Coordinate contractors including procuring estimates and oversight of their work.
- Prepare monthly reports for the direct supervisor and Commission of museum activities. Such activities include staffing, maintenance, attendance, donations, programs, and city-directed activities.
- Oversee and maintain the Wyandotte Museums archives.
- Attend monthly and special meetings of the Cultural and Historical Commission and, if necessary, the City Council.
- Maintain all museum records according to acceptable business and museum practice.
- Handle all correspondence in a timely fashion. This includes timely returns of phone calls, emails, and faxes.
- Maintain financial records and bills and submit same to the city for payment and audit. Copies of such shall be sent to the Cultural and Historical Commission monthly in the required Treasurer's Report (book-to-bank cash reconciliation).
- Be responsible for the coordination of volunteers for various museum projects, including, but not limited to, Heritage Event Series, programs, and special events.
- Apply for grants as they relate to the Wyandotte Museums. Application for such grants may be under the auspices of the Wyandotte Historical Society or the Wyandotte Cultural and Historical Commission and are subject to prior approval by the Commission or, as needed, by the Mayor and City Council, and or the Society where applicable.
- Perform other duties as assigned by the Mayor and City Council as they pertain to this job description and relate to the culture and history of our community or special events and inform the Cultural and Historical Commission of those duties.
- Coordinate the scheduling and implementation of all weddings at the museum.
- Work with other volunteer organizations including, but not limited to, the Wyandotte Historical Society, and the Wyandotte Garden Club (as duties permit).
- Maintain a positive relationship with general public.
- Inform the Cultural and Historical Commission of all activities including a quarterly update on museum events and activities.
- Work with the President of the Cultural and Historical Commission or designee to establish the agenda for all Commission meetings.
- Propose organizational changes developed (through discussion with the Cultural and Historical Commission) to the Superintendent of RLC
- Work to achieve accreditation by the American Association of Museums
- Develop a strategic plan
- Assist the City with planning and executing special events as assigned.
- Apply for grants for the City when requested.

Required Knowledge, Skills and Abilities: Thorough knowledge of the methods and techniques of directing the operations of a Museum; good knowledge of the principles and practices of directing personnel and coordinating volunteer work; ability to meet the public to discuss and promote Museum goals; ability to work under the dual direction of a day-to-day supervisor and Commission; and ability to establish and maintain working relationships with other department heads and/or commissions.

Requirements:

- Bachelors Degree in related field required
- 3 years of supervisory experience required
- Knowledge of Archival Operations required
- Knowledge of Historic Preservation required

12/16/15