**Republic County Historical Society and Museum**

**Museum Curator/Director**

**Classification:** Part-Time (20 - 25 hours/week, 1,040 – 1,300 hours/year)

**Reports to:** Republic County Historical Society Executive Council

**Overview:** The Republic County Historical Society and Museum is a 501c3 non-profit organization, consisting of a primary museum and grounds, along with members of the Historical Society. The museum consists of thousands of artifacts, unique displays, a genealogy and historical research library, along with various outbuildings and museum grounds. The curator director is an essential employee of the Historical Society and Museum, and is responsible for general management of the museum buildings, grounds, exhibits and collections.

**Essential Job Duties:**

* Be knowledgeable of, and adhere to, all applicable Federal, State and Local laws and ordinances applicable to Museums, and the Republic County Historical Society and Museum.
* Be knowledgeable about exhibits, collections, research material, and Republic County history.
* Conduct primary and secondary research to ensure all collections and information are accurate to the appropriate historical period.
* Assists in the effort to acquire artifacts to expand the museum’s collection; assesses need for acquisition, interacts with potential donors, conducts research on the artifacts, and makes recommendations to the Historical Society for acceptance or rejection of the acquisition(s).
* Documents and catalogs in a timely manner accepted donations/acquisitions. Catalogs and maintains records of museum collections; organizes storage of collections to ensure ease of retrieval and minimal damage; coordinates retrieval records on incoming and outgoing loans and traveling exhibitions.
* Works to design and oversee museum exhibits, including establishing exhibit schedules; consults with appropriate museum conservation authorities, experts, other museums or organizations, to provide proper care, preservation and storage of artifacts in exhibits, collections and storage. Handles all items in a manner designed to preserve and protect exhibits and artifacts.
* Prepare and apply for applicable grants. Be knowledgeable about, and maintain constant surveillance of available and applicable grants.
* Museum management, including adherence to budget, ensuring fiscal responsibility, answering phones and emails, submitting bills and deposits, maintaining museum records. May supervise employees, students, interns, contract employees, or community service individuals.
* Recruit, maintain, and manage Historical Society members, including maintenance of membership roster, and collection of membership dues. Provide roster to Executive Council yearly, and provide quarterly updates to the executive council.
* Develop, deliver, and oversee educational experiences of visitors, including scheduling and leading group tours. Be available to provide offsite programs and presentations to various groups and requests.
* Participate actively in Historical Society executive council and executive council meetings, and Historical Society general membership meetings, including any applicable meeting preparation.
* Adhere to and follow current Republic County Historical Society & Museum Employee Policy.
* Prepare and provide a Curator’s Report at Executive Council and General Membership meetings, to include visitor statistics, curator’s activities, museum happenings and other information that the membership and executive council should have.
* Coordinate with executive council on matters pertaining to museum, museum grounds and buildings, historical society. Oversee basic museum and grounds maintenance, including facility rentals and reservations. Coordinate major repairs with appropriate contractors and the Executive Council.
* Maintain positive relationships and outreach with Republic County communities, other Republic County Museums, neighboring museums, and historical societies.
* Develop and implement short and long-term plans for exhibits, collections, historical society and museum, in coordination with executive council. Includes long-term facility and building maintenance.
* Oversee museum volunteers and docents, including scheduling, coordination and training of necessary volunteers and maintaining positive relationships with volunteers.
* Lead efforts with primary museum and historical society fundraisers, and other major museum events.
* Maintain museum website and social media presence, and update both on a very regular basis. Provide regular written articles to the local paper, regarding current museum exhibits, or covering historical events of Republic County.
* Write, prepare and desktop publish the Republic County Historical Society and Museum Newsletter, “Illumination” on a quarterly basis.
* Maintain memberships and relationships with Kansas State Historical Society and Kansas Museum Association.
* Maintain genealogy and other research material, including electronic files, digital files and physical files and collections. Assist with all genealogy requests and research requests received.
* Any other job duty/duties as assigned by the Executive Council.

**Minimum Job Qualifications:**

* High School Diploma or GED equivalent
* Valid Kansas Driver’s license
* No felony criminal convictions

**Physical Demands, Knowledge, Skills, and Abilities:**

* Ability to sit and/or stand and/or walk for extended periods of time without breaks.
* Ability to use hands and fingers and to stoop, kneel, bend, crouch
* Ability to lift and carry at least 25 pounds on a regular basis
* Must be able to ascend and descent stairs and step ladders.
* Move safely over uneven and/or irregular terrain, wet/slippery surfaces
* Able to coordinate, schedule, and meet with, various vendors for the Museum.
* Ability to professionally and knowledgeably lead and guide tours for all ages of visitors and group sizes.
* Ability to multitask, and maintain composure under pressure. Able to meet deadlines. Balance demands of time and prioritize workload.
* Plan projects and implement operational strategies. Make sound independent decisions using policies and procedures and available resources.
* Work indoors and outdoors in varying temperatures and weather conditions.
* Able to perform basic facility maintenance tasks, including but not limited to operating a vacuum cleaner, emptying trash, cleaning bathrooms and the kitchenette, cleaning display cabinets and windows, removal of leaves and light snow fall from sidewalks.
* Proactive, strategic and detail orientated approaches with strong commitment to quality, efficiency and effectiveness. Take initiative to plan and complete assigned work with high levels of accuracy. Self-motivated, and able to work and solve problems independently.
* Diplomatic with strong public relation skills, able to communicate effectively in a sensitive manner to both individuals and groups. Strong interpersonal skills and a professional demeanor.

**Hours worked:**

* Tuesday, Wednesday, Thursday, Friday – 1:00 p.m. to 5:00 p.m.
* Available to work Mondays, Saturdays, and Sundays as needed.
* Available to work mornings and evenings as needed

**Compensation:**

* Starting hourly rate of pay $20.00/hour ($20,800/year based on 20hrs/wk)
* Subsequent pay raises as determined by the Executive Committee.
* Paid Time Off – 40 hours per calendar year. Hours cannot be carried over from year to year.
* Training – 10 hours per calendar year of professional museum/curator training, as approved by the executive council.

*I have read, understand, and will follow the aforementioned job description for the Museum Curator for the Republic County Historical Society. I understand that failure to adhere to this job description could lead to corrective action, up to and including dismissal. I also understand that this job description supersedes any previous Museum Curator job descriptions.*

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Museum Curator Date

**Witness:**

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President, Republic County Historical Society Date

**Witness:**

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Executive Council Board Member, Republic County Historical Society Date