

JOB OPENING

Director

Salary: \$30,000 - \$40,000 **Location:** Caspian, Michigan

Employer: Iron County Historical and Museum Society **Type:** Full-Time, Professional

Required Education: 4 Year Degree **Deadline for Application:** September 30, 2008

Description

The Iron County Historical and Museum Society, a multi-building history, art museum and archive, located in Michigan's beautiful Upper Peninsula, seeks a Director to operate and develop this multi-faceted volunteer based history and arts organization. The ideal candidate will have strong business management skills; a minimum of at least two years of successful administrative and/or programmatic responsibility in a museum, library/archive, or arts organization; and will excel in a hands-on position with a high variety of activities. He/she will enjoy living and working in a small community in an area offering many outdoor activities.

This is a non-Board position, however, the Director will attend and participate in all Board and Executive Committee meetings, unless specifically requested to be absent. The Director will not vote in Board or committee meetings. The Director is hired by and reports to the Board of Directors. The Director is responsible for the museum's daily operations, providing general oversight and coordination for the administrative, operational and curatorial work of the Museum, its facilities, collections, and staff (paid and volunteer).

In addition to overseeing day-to-day operations, budgeting and marketing, the **highest priority** for the Director in the first year will be to follow-up on the recently completed MAP survey and report: working with the Board to develop a strategic plan for the Museum and preparing proposals for Fall 2009 submission to the Institute for Museum and Library Services and other funding agencies to begin the implementation of this plan.

Specific job responsibilities include, but are not limited to:

- Directing day-to-day operations
- Training and supervising volunteers and paid staff to carry out much of the work of the Museum
- Budgeting and financial management
- Marketing the Museum and its programs
- Strategic planning
- Grant proposal preparation

Requirements

Preferred skills & abilities include:

•4-year degree from accredited college or university in history, museum studies or a related field; advanced degree preferred, but not required. • A minimum of at least two years of management and/or programming experience in a museum, library/archives, or arts organization; • Computer proficiency with word processing, spreadsheets, data management, and web/internet utilization. • Strong oral and writing communication skills; • Good public presentation skills; • Demonstrated fundraising successes • Ability to lead and direct staff (paid and volunteer) • Knowledge of the legal aspects of museum operations and policies.

To Apply

Submit a letter of interest, a full résumé, and three reference contacts to:

John MacPherson, President
Board of Managers, Iron County Museum
214 Bernhardt Road
Iron River, MI 49935

Fax: (906) 265-1075
or e-mail: [mpherson@ up.net](mailto:mpherson@up.net)