

JOB OPENNING

Executive 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 an Executive 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 Executive Director will attend and participate in all Board and Executive Committee meetings, unless specifically requested to be absent. The Executive Director will not vote in Board or committee meetings. The Executive Director is hired by and reports to the Board of Directors, and 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). Over the course of the first two years, the Executive Director will work with the existing Board to strengthen its membership and formalize its structure.

Specific job responsibilities include, but are not limited to:

- Preservation, restoration, and maintenance of buildings, grounds and collections;
- Marketing and public relations, including developing and implementing a marketing and public relations plan to increase visitation, gift-shop sales, and corporate support;
- Fundraising activities, including grant research and preparation, annual fund campaign, membership maintenance and expansion, and other board approved fundraising initiatives;
- Budgeting and financial accounting and reporting;
- Programming, including educational programming for children, youth, and adults, permanent and temporary exhibitions and

special events and workshops; • General office operations, including computerization of records and procedures, and public information services.

Requirements

Required 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;
- Strong computer proficiency in word processing, spreadsheets, data management, web/internet utilization, accounting, fundraising, and marketing.
- Strong oral and writing communication skills;
- Strong 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)