

**LIBERTY HYDE BAILEY MUSEUM & GARDENS
JOB DESCRIPTION**

POSITION TITLE: Museum Director
DEPARTMENT: Museum
DIVISION: Non-Union
SUPERVISOR: Museum Board Designate
STATUS: Part-time, contracted employee 2-3 days a week

GENERAL PURPOSE

The Museum Director will provide administrative and consultant services working with the Liberty Hyde Bailey Museum (LHBM) Board of Trustees. The Museum Director will serve as the key liaison between the staff, volunteers, and the board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Train and supervise staff, as well as volunteers and docents.

Work with the Board of Trustees to recruit and onboard staff members.

Track employee's hours worked in accordance with the Fair Labor Standards Act and submit staff's time cards to Board Treasurer in a timely manner.

Confer with the Board of Trustees to formulate and interpret policies, to determine budget requirements, and to plan overall operations.

Develop and maintain the registration, cataloging, and basic recordkeeping systems as well as prepare monthly reports when requested.

Develop and maintain the records in accordance with the Museum Financial Policy.

Works with City Staff, Department of Public Works and Board to maintain the property and the house.

Oversees and organizes the acquisition, storage, and exhibition of collections and related materials.

Manages emails and other communications; newsletters, memberships, Annual Appeals-as outlined by the Board of Trustees.

Ensures that all policies and procedures are aligned to AAM Standards.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree or higher preferred.

Museum Experience- Paid, Volunteer or Internship

Necessary Knowledge, Skills and Abilities:

Management principles as well as leadership skills. Knowledge of administrative and clerical procedures and systems. Knowledge of Past Perfect, Google Suite, and Constant Contact preferred.

RESPONSIBILITY FOR PUBLIC CONTACT Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

TOOLS AND EQUIPMENT USED General office equipment including computers.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk; sit; climb, balance, stoop, and kneel.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The City of South Haven and The Bailey Museum is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a museum setting and occasionally requires travel for meetings at City Hall and Department of Public Works. Noise levels are typically low but can be higher during events and/or camps. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Board Revision August 31, 2021