

Assistant Museum Director

Madison County Historical Society

The Assistant Museum Director (AMD), under the direct supervision of the Museum Director (Director), is responsible to support the mission of the Museum (Museum) according to the strategic direction set by the Board of Directors (Board).

Qualifications: A minimum of a High School diploma. Experience in history or museum studies. Training or experience in proper handling of museum collections. Good written and oral communication skills.

Museum/Office Management

- Perform typical office duties involving communication, paper work, etc.
- Greet those who come into the museum, providing answers to their questions or direction for more information.
- Record, balance, and deposit front desk income
- Create promotional materials in support of museum events
- Accession/deaccession of donated items as they come into/leave the museum, enter data in PastPerfect software, complete paperwork, perform needed research, and advise volunteers
- Assist with creating displays and exhibits
- In Director's absence, handle day-to-day activities or contact Board's Executive Committee for assistance
- Schedule, set up, and assist with social events and tours throughout the calendar year.
- Schedule, set up, and assist with fund-raising events throughout the calendar year.
- Participate on Covered Bridge Festival planning team, including being on duty for event
- Other duties, as assigned by the Director or Board Executive Committee

Job Knowledge, Skills, and Abilities

- The reporting location for this position is the Madison County Historical Society Museum located in Winterset, Madison County, Iowa.
- Onsite attendance will be required to perform most of the duties of this position.
- Ability to work independently with minimal supervision or interaction with other staff.
- Ability to work collaboratively as part of a team that includes staff, volunteers, and Board Members.
- Ability to lift and carry up to 50 pounds, climb a ladder, stand and sit for extended periods of time, kneel and balance.
- General office management skills including knowledge of: Microsoft Office, Social Media apps, Canva, Google Suite of Apps (Gmail, Google Drive, Google Calendar), and PastPerfect Museum Software.

Personal characteristics

- Hospitality – Provide a continuously welcoming environment for visitors, guests, volunteers, researchers, and other staff.
- Time management and task organization – Balance duties, tasks, and immediate needs while completing work assignments in a timely manner.
- Accuracy and attention to detail – Diligently record information along with appropriately storing or exhibiting items within the collection to facilitate future reference.
- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Building Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Museum.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Support Madison County Historical Society. Work cooperatively and effectively to support the Museum's goals and Society's direction and plans within the working environment and throughout the community.