

Allan Shivers Library and Museum Museum Manager Job Description

Job Title: Museum Manager
Reports To: Director or Assistant Director
Shift/hours: 15 hours weekly (as assigned/approved by Director)
Wage: \$15/hour (no benefits)

SUMMARY

The Museum Manager will: 1) serve as the expert on the life and political career of former Texas Governor Allan Shivers; 2) provide local, regional, state and national historical context for Governor Shivers' life and political career; 3) oversee and manage the Museum exhibits and collections; 4) serve as the point of contact for Museum tours and special events; 5) schedule and provide tours of the Museum; and 6) support library programs and functions as appropriate.

QUALIFICATIONS / EDUCATION / EXPERIENCE

The successful candidate will demonstrate the following:

- High school diploma with minimum of 60 hours university coursework; Bachelor's Degree preferred
- Experience in a Museum setting or other related experience
- Broad and detailed knowledge of the life and political career of former Texas Governor Allan Shivers
- Broad and detailed knowledge of Tyler County, regional and Texas history, as the context of the life and political career of Governor Shivers
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence, and create documents and publicity materials
- Ability to speak effectively to patrons and staff, and to large groups of Museum and Library visitors
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to solve problems and adapt to changing situations
- Familiarity with "best practices" in technology and social media (e.g., computers, YouTube)
- Ability to stand for extended periods of time and climb stairs during tours and presentations
- Ability to lift and carry objects and boxes within the Museum environment
- Excellent attendance and punctuality

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Museum Manager will:

- Interact courteously with Museum and Library patrons, as well as ASLM leadership and staff.
- Present information and answer questions about Governor Shivers and the Museum.

- Work with Library staff to develop and manage the collection for the Texas Room.
- Join and participate in local, regional, and state museum groups and organizations, and network with local and regional college/university history programs and area museums.
- Earn three hours of continuing education annually.
- Prepare and disseminate publicity materials for the Museum.
- Integrate technology into Museum exhibits as appropriate, and create a social media presence for the Museum.
- Manage and maintain Museum exhibits and collections, and facilitate acquisition of new items.
- Review and update Museum inventory, and learn curation and cataloging techniques of museum and historical items.
- Update the docent guide as needed.
- Lead tours of the Museum, and recruit, train, schedule, and monitor volunteer docents.
- Maintain daily records and submit monthly report to the Director.
- Communicate supply needs to the Director in a timely manner.
- Serve as a member of the ASLM team (e.g., attend staff meetings; support Library activities and programming as time allows).
- Perform other duties as assigned by Director or Assistant Director.

Note: The above statements describe the general nature and level of work to be performed, and are not an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

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