

**Allan Shivers Library and Museum  
Museum Manager Job Description**

**Job Title:** Museum Manager  
**Reports To:** Director  
**Shift/hours:** 12 hours weekly (as assigned/approved by Director) for 50 weeks/year  
**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 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; 6) recruit, train, and manage Museum Tour Hosts; and 7) 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 in History or related field
- Experience in a Museum setting or other related experience
- Familiarity with best practices in Museum management, curation of exhibits, preservation of historic items, etc.
- Possess or be willing to acquire broad and detailed knowledge of the life and political career of former Texas Governor Allan Shivers
- Possess or be willing to acquire broad and detailed knowledge of Tyler County, regional and Texas history, as the context of the life and political career of Governor Shivers
- Experience with grant writing and other fundraising activities.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write 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, Facebook, Instagram 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 and professionally with Museum and Library patrons, as well as ASLM leadership and staff.
- Present information and answer questions about Governor Shivers and the Museum for a variety of audiences.
- Work with Library staff to develop and manage the permanent and circulation collections for the Texas Boardroom.
- Participate in local, regional, and state museum groups and organizations, and network with local and regional college/university history programs and area museums.
- Develop an outreach program for local and area school districts, and area universities.
- Continually stay up-to-date on developments in the Museum field.
- Ability to write grants and seek other funding to support the Museum.
- 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; facilitate acquisition of new items; and create exhibits and/or events to encourage repeat visitors.
- Review and update Museum inventory periodically, and learn curation and cataloging techniques of museum and historical items.
- Monitor the elevator and operate it for visitors as appropriate.
- Update the Museum Host guidebook as needed.
- Lead tours of the Museum, and recruit, train, schedule, and monitor volunteer Museum Hosts.
- Maintain 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.

**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 non-essential functions.

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