

SHELDON MUSEUM AND CULTURAL CENTER
Haines, Alaska
Position Description

JOB TITLE: Director

REPORTS TO: Board of Trustees

SUPERVISES: Museum Staff

GENERAL FUNCTION: This position is responsible for overall administration of all museum programs, financial strategies, bookkeeping, daily operations and maintenance of the Museum, maintaining the professionalism that earned the Museum accreditation. This position is the Museum's primary liaison to the Haines Borough, the Chilkat Valley Historical Society, Haines Borough Public Library, other agencies, and the public. This position maintains a professionally active role in the museum field including peer relationships, publication, and training, and a working knowledge of significant developments and trends in the field.

POSITION RESPONSIBILITIES:

In Budget and Finance:

1. With the Board and staff, develops an annual budget and presents it to the Borough administration and Assembly.
2. Is responsible for the bookkeeping and the financial management of museum funds using sound financial practices and sees that the Museum's various bank accounts are reconciled and balanced. Some tasks may be delegated or shared by other staff.
3. Remains knowledgeable of all local, state and federal financial and tax requirements and ensures that tax reports are prepared properly.
4. Works on fundraising with the Board, and writes grant applications.
5. Monitors the Borough payroll activity as related to the Museum.
6. Prepares records for the Haines Borough annual audit.
7. Prepares additional financial reports as necessary.
8. Prepares receipts for all donations, sends thank you notes, maintains donation records and updates plaques in lobby.

In relationship to the Board:

1. Ensures that the museum's mission, policies, procedures and by-laws are supported and followed.
2. Implements short-range and long-range plans established by the Board.
3. Recommends appropriate staffing levels to accomplish the museum's goals.
4. Prepares and presents monthly, annual and special reports for the Museum Board and Borough.

In relationship to Museum Staff:

1. Recommends hiring of and supervises the museum staff, annually evaluating individual job performance and making recommendations for improvement as necessary. Ensuring that care, condition, documentation, organization and use of the museum's collection (artifacts, photos, archives, books, loans) meets American Association of Museums standards
2. Ensures proper management, care and preservation and safety of the physical facility.
3. Ensures vibrant Volunteer and Docent Programs.
4. Ensures that the interpretive activities, exhibits, educational programs and museum store are appropriate and in support of Museum goals.

5. Ensures implementation of permanent and special exhibition programs.
6. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This may include performing certain tasks from another job description when that person is absent. This may also include such things as opening the Museum on weekends or odd hours for tours or programs.

In relationship to the other entities and the public:

1. Maintains public relations and acts as liaison with individuals and organizations on local, state and federal levels.
2. Represents the Museum in relationship with the Borough, and apprises the Borough Manager of staff matters and the Borough Facilities Manager of building matters.
3. Implements marketing and promotional strategies, and coordinates joint programs with Haines Borough Public Library.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements and characteristics listed below are representative of the knowledge, skills and /or abilities required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Direct experience with financial management to include budget preparation and monitoring, and familiarity with government policies regarding non-profit institutions.
2. Excellent organizational skills and meticulous and thorough work habits.
3. Ability to understand and work within the special needs and requirements of a museum environment.
4. Must have the ability to establish and maintain effective work relationships and to deal with the public.
5. Must have basic knowledge of techniques and procedures related to collection management, interpretation, exhibit design and artifact conservation; and accepted museum legal and ethical issues.
6. Must be skilled in use of computer for collections recording, design, and be familiar with use of Microsoft Windows programs and Quickbooks software; managing one's own clerical tasks.
7. Knowledge of or willingness to learn local history, Museum mission, and Museum exhibits.
8. Excellent interpretive, interpersonal and oral and written communication skills.
9. Creative thinker and works well with others as part of a team.

MINIMUM EMPLOYMENT REQUIREMENTS

1. Bachelors degree or higher in museum studies, non-profit administration, or related field with knowledge of museum work. May be substituted with experience.
2. Experience in fundraising and writing and managing grants.
3. Two years supervisory and management experience.
4. Ability to work a flexible schedule that will sometimes include weekends, evenings and holidays.
5. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds, and walking up and down stairs..
6. Must be bondable.

STATUS: Permanent/Full-time SALARY:

BENEFITS: PERS, SBS, Medical and Dental Insurance, Holiday, Vacation and Sick Leave.

- Membership required in the Laborers Local 71 Union.