

Museum Director, Hood River County History Museum

Job Title: Museum Director

Hours: full time 40 hours, willing to work a flexible schedule, occasional evenings

The Museum Director directs and supervises all aspects of a county owned history museum in coordination with a non-profit Heritage Council. The director is responsible for the management of the museum collections. He/she develops major programmatic and revenue producing activities designed to communicate historical and cultural significance of the Hood River county and Columbia Gorge. The Director monitors and evaluates progress toward achieving long range goals and makes appropriate program adjustments, allocates available resources and makes needed operational changes, maintains effective public relations, coordinates research and program efforts, sets policies and guidelines for new programs and specific areas of responsibility, raises funds, writes grants, and supervises staff and volunteers. All aspects of the museum management are done in coordination with the Hood River County Heritage Council. The work is performed under the general supervision of the board Chair of the Hood River County Heritage Council.

Major duties:

1. **Administration:** Oversee general operations of the museum in accordance with standard museum guidelines and best practices; work with Heritage Council in budget development and management; supervise personnel, coordinate committee work, carry out long term museum strategy and manage day to day operations of the museum.
2. **Preservation and curation:** Oversee preservation of artifacts, documents, and photography collection. Assess and implement collection conservation needs and projects and establish guidelines for care of collections according to professional standards.
3. **Exhibitions and programming:** Develop and implement an annual calendar of events, temporary exhibitions, and programs. Initiate and supervise planning and implementation of educational and interpretive programs and projects on site, off site, or on social media.
4. **Fundraising and grant writing:** Plan and coordinate fundraising activities. Identify and submit grant requests to enhance and expand museum operations and activities
5. **Publicity and marketing:** Serve as the chief spokesperson to the public and other entities. Write promotional releases and articles, direct production of the Museum publications

6. **Strategic planning:** Work with Hood River Heritage Council Board of Directors in setting and evaluating organization goals and strategy to support the vision and mission of the museum
7. **Volunteer management:** Recruit, manage, and support diverse volunteer work force
8. **Relationships:** Maintain and cultivate strong board, member, and donor relationships

Education and Experience

Bachelor's degree in a related field from an accredited university; higher degree preferred.

Working knowledge of Museum operations and standards, principals, methods and practices, public relations, and fundraising.

At least 3 years' experience related to the responsibilities outlined in the job description

Ability to effectively manage competing and changing priorities, excellent project management skills, manage budgets, meet deadlines

Ability to work effectively with a volunteer board of directors to complete all duties

Must be an excellent communicator orally and in writing

Demonstrated knowledge of and success in annual programming, major gifts, grant writing, and fundraising

Demonstrated ability to work with government and other organizations, community leaders, and build strong relationships in the community

Demonstrated knowledge of and participation in related professional organizations

Demonstrated ability to work in and foster a team environment

Salary: \$42,000-\$50,000 depending on qualifications and experience. References and background check will be required.

**Send resume and cover letter by November 20, 2020 to chenowethd@gmail.com.
Position open until filled.**

The Hood River County History Museum is in the heart of the Columbia River Gorge, a spectacular scenic and recreational area.

Hood River County Heritage Council / PO Box 781 / Hood River, OR 97031 / 541-386-6772