



Museum Director

Grand Encampment Museum, Encampment, WY

“The Grand Encampment Museum preserves and interprets the history of the upper North Platte Valley. It provides the public with access to historical sources and experiences, and well as a place for research and to educate all generations.”

The Grand Encampment Museum Director is a dynamic leader with management skills as well as knowledge and passion for history, historical preservation, and community outreach. The Museum Director will plan, develop, coordinate and implement all of the museum's activities, including the preservation management, public relations, marketing and promotional aspects. The Museum Director will work collaboratively with the Board of Directors. The Museum Director is a salaried, exempt, at-will employee.

The Museum Director is responsible for maintaining the integrity of the mission (as noted above) and vision of the Museum. The Grand Encampment Museum (GEM) is a non-profit organization, whose mission is to preserve and interpret the history of the upper North Platte Valley. It provides the public with access to historical sources and experiences, as well as a place for research and to educate all generations.

The Museum Director is responsible for the entire look, feel and appeal of the GEM. The director influences the tours, programs and services offered to the public. The Museum Director will thoroughly research and design exhibits with staff, as well as maintain and update them.

The hours will be flexible according to the needs of the Museum. During the summer tourist season, May through October, the expectation will be a 40 hour plus work week and willing to work most weekends, holidays, evenings and special events during the summer.

The Museum Director is ultimately responsible for but not limited to operations, collections/accessions, finances, fundraising, marketing and public relations as outlined below. However, the director may designate a qualified and trained staff member or volunteer to cover some of these functions. It is expected the Director will maintain a presence when open to the public.

Primary Responsibilities of this position fall into these key areas:

Operations:

- Is responsible to ensure Museum is open and appropriately staffed during posted hours of operation.
- Recruit, train, and schedule a team of seasonal staff and volunteers necessary for the operation of the Museum, to a given budget.
- Capture, record and report accurate visitation counts and other metrics necessary for assessing the success of the Museum in achieving its mission, and for use in analytics for grant programs.
- Oversee the upkeep and maintenance of the museum complex, and exhibits.
- Manage the Museum gift shop, including purchasing, merchandising, and marketing of items which complement the Museum's mission and generate a profit. Research, consign and/or purchase unique merchandise to ensure a variety of items that reflect the Museum's mission, exhibits and experience.
- Merchandise the store to ensure the best product placement and freshest visual appeal for Museum patrons.
- Regularly maintain and update information on the Museum website and maintain social media site(s).
- Ensure smooth operation of the Museum's business office as well as all exhibits and displays.
- Purchase and maintain proper inventory of all required supplies within given budget for the Museum's daily operation and any special events.
- Act as primary liaison with all vendors and vendor contracts regarding services associated with Museum's operation.
- Oversee the production of all Museum events and manage the Museum's annual calendar of events.
- Maintain organized files (paper or computerized) with adequate back up files.
- Maintain documented "practices and procedures" manual of Museum operations.
- Ensure Museum compliance with regulations, laws and local ordinances in the daily operations of the Museum and its events.
- Coordinate disaster preparedness and recovery.
- Implement and execute strategic initiatives to reach students, the community and tourists and provide a meaningful learning experience.
- Assist the Board on other duties as may be assigned.

Collections/Accessions

- Oversee accession of museum's current collection of artifacts.
- Complete and maintain inventory and collections database.

- Acquire and accession new artifacts, with Board approval, that will strengthen and enhance the Museum's current collections.
- Deaccessioning when approved by the Board of Directors.
- Preservation and care, including risk management to minimize possible hazards to the collections.
- Adhere to the policies set forth by the Board concerning collections and accessions.
- Research and invite traveling exhibits, with Board approval.

Finances and Records Management

- Ensure all payables and receivables are posted correctly and are processed in a timely manner in collaboration with the Board Treasurer.
- Understand, manage and adhere to the Board approved annual operating budget.
- Assist the Museum's Treasurer in developing a realistic annual budget for submission to the Board for approval.
- Implement and execute proper record retention and destruction practices.
- Work with the Board Secretary to maintain an accurate GEM membership database.
- Work with the Board Secretary to maintain an accurate GEM Policy and Handbook.

Fundraising

- Implement and execute strategic goals devised by the Board of Directors for cultivating and generating individual and corporate sponsorships.
- Develop and implement an annual calendar of events for fundraising, mission-essential activities and membership driven activities.
- Implement and execute annual goals of broadening and growing the membership base in cooperation with the Board of Directors.
- Research and write grants as directed by the Board of Directors.

Marketing and Public Relations

- Implement and execute marketing strategies and tactics devised for the purpose of promoting Museum events and visitor attractions.
- Collect and archive press clippings, ads, photos, and video from Museum and Museum produced events.
- Produce and coordinate all written communications to constituents (emails, letters, press releases, exhibit descriptions, etc.) that are of professional, error-free quality.
- Promote the Museum and its activities through effective and efficient means of public relations media outlets within given budget.
- Deliver well-designed public presentations about the Museum to outside groups interested in learning about the Museum and its mission.
- Prepare and distribute a Museum Newsletter, at least annually, and more often as established by the Board.

- Maintain social media platforms.
- Work with community to increase volunteerism.
- Work with neighboring museums and businesses to promote each other and to provide positive experiences while in the area.
- Position the Museum as an important community asset and provide leadership for creating a positive image within the community by attending meetings with various groups and governmental entities within the community.

All staff duties

- Maintain professionalism by exercising tact, diplomacy and courtesy at all times.
- Provide positive patron interactions.
- Actively seek to learn the history of Carbon County and the Upper North Platte Valley, specifically the Grand Encampment area.
- Conduct tours.
- Work with other members of the staff in a cooperative manner.
- Manage time sheets and payroll.
- Willingness to work flexible schedule and provide back-up coverage as needed.
- Work well with youth.
- Schedule regular staff meetings and attend monthly Board meetings, giving a comprehensive report of activities.
- Seek out educational opportunities and attend training as approved.
- Support and promote the Museum's mission.
- Perform all other duties as assigned.

Minimum Requirements:

- Previous experience writing grants
- Strong Organizational, interpersonal and oral/written communication skills including speaking before small and large groups.
- Must be able to read, write, and speak English. Must be able to stoop, bend, stand, and lift 35lbs, as needed.
- Highly self-motivated, able to work independently and as a team player.
- Innovative and creative thinker, able to multi-task.
- 2 years supervisory experience
- Must be able to stoop, bend, and lift 35lbs, as needed.
- BA or BS degree preferred or equivalent work experience.