

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED
March 27, 2015

MUSEUM MANAGER

(Job Code320)

DEPARTMENT: Elkhart County Parks & Recreation

ANNUAL SALARY: \$1,512.80 - \$1,815.36 Bi-Weekly

BENEFITS: Full benefits offered

DATE POSITION TO BE FILLED: May 2015

HOURS & DAYS OF WORK: Salaried Exempt Position

LOCATION OF POSITION: Elkhart County Historical Museum, Bristol

TRAVEL REQUIREMENTS: Within County and State (please complete driving section on application)

JOB SUMMARY:

Responsible for providing vision, leadership, and oversight to the Elkhart County Historical Museum, which is overseen by the Elkhart County Parks Department in partnership with collections from the Elkhart County Historical Society. Must be able to successfully lead long-term planning, set annual museum goals, oversee staff, lead exhibit planning, conduct fundraising, assist with planning of public events and programs, and provide guidance on the collection.

JOB REQUIREMENTS:

- Bachelors degree (Masters preferred) history, public history, anthropology, archives management, museum studies, or related field, Master's degree preferred
- 5 -10 years progressive experience in museum management
- Valid driver's license & certified in adult/infant CPR and standard first aid
- Knowledge/experience with graphic design and publishing software (Adobe, In Design and Photoshop preferred) and website management skills
- Knowledge of Midwest history and material culture and strong speaking skills
- Pre-employment background check and drug screen

APPLICATIONS AVAILABLE:

Elkhart County Human Resources

117 N. Second Street, Goshen, IN 46526

Telephone: (574) 535-6725 FAX: (574) 535-6750

E-mail: personnel@elkhartcounty.com

Web Site: www.elkhartcountyindiana.com

LAST DAY TO APPLY: Thursday, April 30, 2015, by 3:30 p.m.