



POSITION OPENING: MUSEUM SERVICES MANAGER

Sandusky Library is seeking a Museum Service Manager for its Follett House Museum Branch. The Museum Services Manager oversees museum collections and programs as an extension of the Library's local history and reference services. This position reports to the Executive Director and serves as part of the Library's management team.

JOB TITLE: MUSEUM SERVICES MANAGER
HOURS: Full-time; Includes evening and weekend hours
SALARY: Librarian I/II, Step A-1, \$21.04/hour

MINIMUM QUALIFICATIONS: Master's Degree required in American History, Museum Studies, Library Science, or related field from an accredited school.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in history, museums, and archives.
- Ability to supervise and direct museum staff and volunteers.
- Ability to communicate effectively in written and oral form.
- Knowledge of current management practices.
- Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.
- Ability to understand Library policies, rules and regulations, and clearly and pleasantly explain those policies to patrons and co-workers.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Encourages and promotes the philosophy of service as set forth in the Library policies.
- Promotes the Sandusky Library system in a positive light at all times to the community.
- Meets and handles the public with a cheerful attitude and a sense of humor.
- Works with Executive Director and Reference & Readers' Advisory Manager to correlate museum services with overall Library mission.
- Keeps informed of developments and participates in activities of professional and community historical organizations.
- Assists in planning, promoting, and presenting historical and/or museum collection-related programs, exhibits, publications, and tours.
- Oversees the acquisition, preservation, cataloging, storage, and display of historic artifacts.
- Provides detailed record of location and description of all items in the Follett House Museum.
- Oversees the maintenance of the Follett House Museum building and grounds.
- Oversees the preparation of museum statistics, reports, and procedure manuals.
- Assists Executive Director in selecting, training, and evaluating Follett House Museum staff and volunteers.
- Coordinates and presents museum programming for schools, agencies, and community groups.
- Assists Special Collections Librarian and Reference & Readers' Advisory Manager with local history and genealogy reference services for individuals, groups, and agencies, and responding to written research requests.
- Works with the Reference & Readers' Advisory Manager to provide general reference services at the Library.
- Serves as Library Supervisor as assigned by the Executive Director.
- Performs other duties as required.

POSTED: February 6, 2017

Please submit inquiries and resumes by **March 10, 2017** via email to: HR@Sanduskylib.org .

Position remains open until filled.