



Job Description

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| <i>POSITION TITLE:</i> | Museum Specialist |
| <i>CLASSIFICATION:</i> | Library Technician |
| <i>REPORTS TO:</i> | Local History Manager |
| <i>DIRECT REPORTS:</i> | None |
| <i>SALARY RANGE:</i> | 17 [starting at \$18.39/hr] |
| <i>STATUS:</i> | Non-exempt; full-time |

SUMMARY OF RESPONSIBILITIES

The Museum Specialist has the responsibility of assisting the Local History Manager in all aspects related to the Local History museum experience. This includes working with special historic collections, developing a roster of historic exhibitions that engage existing and target audiences and providing public programming.

RESPONSIBILITIES

- Assures that the user experience within the Local History museum is exceptional by responding to customer needs and offering assistance in a pleasant, friendly and professional manner.
- Responds to collection based reference questions in print, online and in person in the Local History/Anti-Saloon League Museum.
- Conducts presentations, tours and programs on local history related content.
- Manages the local history exhibitions for the museum from concept to implementation including compiling histories of artifacts in relation to exhibits.
- Produces various multi-media presentations for the museum and the local history area.
- Generates, edits, publishes and shares content for the Westerville History app, Facebook page and YouTube page that builds meaningful connections and encourages community members to take action.
- Instructs customers in the use of local history databases and online services.
- Schedules and maintains rotation of monthly art exhibits and display cases.
- Works with library staff to coordinate displays and exhibits throughout the library.
- Coordinates and keeps detailed records of adult volunteers for the library, collaborating with departments that have opportunities and matching with volunteer skills and interests.
- Looks for alternate funding sources for the museum including grant-writing.
- Maintains confidentiality of staff and customer needs.
- Explains library policy to customers and handles customer complaints.
- Attends and participates in library and Local-History services related committees, organizations and workshops as required.
- Keeps current in the field and new technology through professional reading and conference/workshop attendance.

REQUIREMENTS

- Bachelor's degree required, Masters' Degree strongly preferred in a related discipline (i.e. history, library science, museum studies, political science).
- Two years of experience in a public library or museum.

- General knowledge of library and museum principles, practices, technology and procedures.
- Knowledge of the methods, techniques, and procedures involved in the interpretation and exhibition of history for diverse audiences.
- Must possess a proven capacity for full creative and technical management responsibility of exhibit design projects.
- Excellent written and oral communication skills.
- Strong organizational skills.
- Proficiency in InDesign, Adobe Photoshop, and video editing software for MAC.
- Working knowledge of social media platforms from a business perspective including technical ability to create and upload various types of media.
- Willingness to learn computer applications and cataloguing protocols specific to the Local History Department.
- A positive attitude and willingness to accept change.
- Ability to interact with public and staff in a friendly, courteous and professional manner.

PHYSICAL REQUIREMENTS

- Physical requirements include: moderate activity work – exerting up to 30 pounds of force occasionally and/or negligible amount of force frequently to carry, lift, push, pull or otherwise move objects.
- Periodically requires leading a local area tour of up to three miles in any type of weather.
- Standing for long periods may be required on an occasional basis.
- The worker is required to have close visual acuity to perform an activity such as: viewing a computer terminal; extensive reading.

For an application see the Westerville Public Library Careers page at <http://westervillelibrary.org/careers>.

EOE