

MUSEUM MANAGER

Westerville Public Library, Westerville, OH

ABOUT THE ORGANIZATION:

The Westerville History Museum preserves and shares Westerville's history through its collections of national and local interest. Steeped in history, the Museum's operations, exhibits, and collections are in the Agnes Meyer Driscoll house, which is part of and connected to the Westerville Public Library complex. The Driscoll house once served as the national headquarters of the Anti-Saloon League post-1909, therefore, the Museum has a distinctive preservation and public history focus on the local temperance movement (anti-alcohol efforts), the passage of the 18th Amendment, and the Prohibition era.

Every year, over 12,000 people visit the Museum and have a chance to interact with the collections through unique exhibitions, active programming, and archival research. The Museum team offers walking tours for all ages, collaborates with local schools to develop dynamic curriculum guides, and offer educational support, actively publishes its research and stories online, and is a key partner in the cultural community in Westerville and public history profession throughout Ohio.

The Museum continues to actively acquire historic and contemporary memories, archival collections, and objects. The Museum's rotating offerings, as well as its oral history project "Westerville Voices," seeks to encourage critical conversations and identify patterns and paths for change as they elevate unheard voices to foster empathy and understanding in the community.

Recently, the Westerville Public Library and the Museum engaged with a firm to develop a Space Use Master Plan. This Plan established achievable short-term goals and long-range stretch goals designed to elevate the Museum's presence and encourage a more welcoming, accessible destination to better serve its visitors' needs and the Westerville community.

Under the Westerville Public Library's administration, the Museum employs three staff and works with volunteers to achieve its mission and serve its visitors. Learn more about the Westerville History Museum at westervillelibrary.org/museum.

ABOUT YOU

You are enthusiastic about public history and encourage the preservation, collection, and sharing of unique stories. You are a natural "people-person," and you enjoy working with and speaking to the public. You are an engaging, collegial partner, and strong communicator who can lead and manage others. An initiative-taker, you are willing to take the initiative, to encourage team collaboration, and are eager to step into a leadership role. You enjoy, freely share, and use your creativity alongside your project and process management skills to innovate while seeking to fulfill a public and community mission. You are looking to grow your leadership skills and you are excited to be a part of something bigger than yourself.

Your experience includes working in the humanities nonprofit and researching content for and developing educational and interpretation resources. You have some management skills and experience; however, not necessarily in the humanities sector. You enjoy and are competent working in an archive, with archival research, databases, technology, photography, and videography. You have experience with administrative duties...and you do not mind being on camera.

ABOUT THE ROLE

Leadership, Partnerships, & Administration:

As the face of the Museum, the Museum Manager is expected to play a key leadership role in the cultural community of Westerville, and with the Library, as they will guide the implementation of a new Space Use Master Plan to grow the Museum into its next iteration.

The Museum Manager is responsible for comfortably and positively representing the organization through its partnerships, varied programs, and exhibitions. The Manager works to serve and maintain a positive relationship with the Ohio History Center, the local schools, and other appropriate organizations, in addition to acting as liaison to the Westerville Historical Society as an ex-officio member of the board.

The Museum Manager supervises the Museum staff and allocates specific work assignments and responsibilities pertaining to Museum operations and services. Classified as a Public Service Manager at the Library and part of the Leadership Team, the Museum Manager is responsible for interviewing, hiring, developing, and evaluating department staff in addition to recommending policies, procedures, and new services. The Museum Manager advises the Assistant Director of the Library on Museum operations and the annual program and exhibitions budget, as well as on the hiring on a future Development Coordinator, who they will work with directly to seek support for the organization.

Public Historian:

The Museum Manager leads, envisions, and creates traditional and unique interpretations to bring the Museum's mission to life. The Manager works with the staff to understand visitors' needs as they share and promote the Museum's collections and unique stories, both online and in-person. The Manager leads and works with the team to develop programs, exhibitions, publications, workshops, curriculum, online resources, and other materials, and works with Library's Marketing Department to promote and post content online using both the website and social media.

The Museum Manager works to serve and engage with community groups, including citizens researching Westerville history, school children on field trips, and school educators. The Museum Manager encourages content production and programs on special topics, in particular the Anti-Saloon League and the temperance movement.

Collections Management:

The Museum Manager is responsible for maintaining the collections of the Westerville History Museum. The Museum Manager is responsible for providing research assistance to visitors, as well as recording oral history interviews to add to the collection.

In addition, the Manager is responsible for maintaining the Museum's collections database (CollectionSpace) and adhering to the Museum's collection management policy. The Manager is also responsible for the care and custody of materials, furniture, and equipment within the Museum and makes recommendations regarding the facility to preserve the longevity of the collection.

EXPERIENCE AND EXPERTISE:

- College Degree in History, Social Science, or related field required. Master's degree in History, Library Science, or related field strongly recommended.
- Three years of experience in a public library, museum, or Historical Society setting.
- Two years of experience in a team environment as a working manager/supervisor.
- Demonstrated ability to build relationships and lead collaborative initiatives internally and externally to leverage support for and participation in programs.
- Experience in creating/managing a range of programs, including, but not limited to educational and outreach activities, exhibitions, and online initiatives.
- Experience creating public displays of information using physical, video, and digital tools.
- Understanding of cataloging/collection database methods and best practices.
- Competent in an archive setting and expertise in conducting research in archives and libraries.
- Excellent oral and written communication skills.
- Must possess the skills to independently plan, analyze, and structure staff assignments to provide efficient and effective library service.
- Competent working with and resolving the challenges that arise when collaborating with a team and with the public.

COMPETENCIES

- Technology: Demonstrates intermediate computer skills coupled with an understanding and knowledge of museum provided equipment and software. Proficiency in video software, social media platforms, digital collections, and online curriculum guides is needed to be successful in this role.
- Teamwork: The ability to work collaboratively with others, including other departments, to achieve organizational and department goals.
- Equity, Diversity & Inclusion: Commitment to interact appropriately, fairly, and equitably with all; the ability to demonstrate and foster respect for all individuals and points of view.
- Ethics: Commitment to the Ohio Ethics Law and the basic ethics and values of library service.

- Intellectual Freedom: The understanding and support of the museum's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual.
- Organizational Awareness: The knowledge of and ability to support the library's mission, vision, culture, and structure; a comprehensive awareness of the library's policies and procedures.
- Leadership: The ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring, and empowering teams of people to achieve strategic objectives.

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.
- Standing for extended 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.

SALARY:

Starting \$66,000 per annum (commensurate with experience), plus competitive benefit package includes medical, dental, vision, life, retirement, and paid time off.

HOW TO APPLY

To learn more and to apply for this position, visit www.westervillelibrary.org/careers. Deadline for applications is August 31, 2023. The Westerville Public Library is an equal opportunity employer.

POSITION TITLE: Museum Manager

CLASSIFICATION: Manager

REPORTS TO: Assistant Director, Westerville Public Library

DIRECT REPORTS: Museum Specialist, Museum Associate

JOB TYPES: Full-time; occasional weekends or evenings for events.

BENEFITS: Health insurance, Dental insurance, Employee assistance program, Flexible spending account, Health savings account, Life insurance, Paid time off, Professional development assistance, Retirement plan, Vision insurance.