



BROWN COUNTY

HUMAN RESOURCES

25 Market St.,

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Aberdeen, SD 57401

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www.brown.sd.us

FULL TIME POSITION

JOB DESCRIPTION – MUSEUM DIRECTOR

POSITION TITLE: MUSEUM DIRECTOR

DEPARTMENT: Dacotah Prairie Museum Department - consisting of the Brown County Museum Director, who reports directly to the Brown County Commission or their designated Assistant; Curator of Education, Curator of Exhibits, Curator of Collections, Office/Gift Shop Manager, Part-time Curatorial Assistant and a number of Volunteers.

GENERAL DEFINITION OF WORK:

The Dacotah Prairie Museum is a permanent learning center in service to all people and is committed to the continued growth of its collection of material evidence representing the ongoing history of its region. This collection will be used by present and future generations to study and interpret lives and accomplishments of previous generations inhabiting the Dakota Prairie. Through these endeavors the Museum will continue to advance itself as a cultural, educational and economic asset to South Dakota.

The Dacotah Prairie Museum administers and manages all aspects of the Granary Rural Cultural Center, a seasonal satellite site located approximately 20 miles from Aberdeen. The Granary is open June through September and hosts a variety of art and cultural activities throughout its season. It also hosts the All Dakota High School Art Show, which is traditionally in late April.

The Director works in collaboration with the Museum Board of Directors and Foundation Board to assure both the Museum and the Granary have the resources necessary to fulfill their missions.

The employee who fills this position is expected to work with limited supervision and must demonstrate a high degree of initiative and individual judgment as he/she will be responsible for technically detailed work. The Director promotes community involvement, develops modern and emerging exhibits and activities. The Director is actively involved with the daily operations of the Museum and the Granary, which includes being in the rotation to work weekends, evenings, and events at both sites. The Director is occasionally called upon to assist with programs and/or other duties when staff or volunteers are unavailable to complete these tasks.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Assumes management responsibility for the museum in curation, artifact acquisition and preservation, education, exhibits, storage and display, services, activities and events, operation and support, administration, and interpretation and presentation of local community history.
- Assumes management responsibility for promotion and all operational aspects of the Granary, which includes but is not limited to: scheduling staff and volunteers for open hours and events, overseeing the development of programs and exhibits, seeking assistance from other county personnel in basic maintenance of buildings (2) and 2.3 acre campus, promoting the use and enjoyment of this unique facility, and fundraising for its continued success and growth.
- Supervises and coordinates the work of staff, consultants, and volunteers at the Museum and Granary.
- Must have knowledge of collections, exhibits, community programs, and business operations.
- Skills in planning, organization, development and coordination are necessary.
- Responsible for preparation and administration of the department budget.
- Report to the Board of Trustees of the Museum and prepare for monthly meetings.
- Report to the Board of Directors of the DPM Foundation at all scheduled meetings.
- Oversee management of the Museum giftshop (bookkeeping, tracking sales, etc)
- Is responsible for generating grant and funding opportunities.
- Successfully collaborates with board members on implementing policies and procedures.
- Cultivates relationships with staff, volunteers, donors and board members.
- Must be able to adapt to flexible scheduling which includes some evening and weekend hours to cover special events and open hours both at the Museum and the Granary.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong written and verbal communication skills, including public speaking, digital communications, and multiple media platforms to effectively engage the community.
- Knowledge of website development and social media, especially as used in museums and educational settings.
- Strong understanding of organizational finance, budget preparation, and fiscal management.
- Successful grant writing skills and fund raising experience.
- Capacity to successfully interface with stakeholders (board members, volunteers, staff, educators, students, politicians, media representatives).
- Leadership and management experience with diverse staff and volunteer population.
- Computer skills required with special emphasis on Microsoft Office programs (Word, Excel, Publishing and Outlook) and Past Perfect collection management program.

EDUCATION AND EXPERIENCE:

Minimum of three (3) to five (5) years' experience in Museum Management or Museum support staff responsibilities with a Completion of Bachelor of Science (4) years of educational training in business management, finance, history or education desired or an equivalent combination of training or experience.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 40 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

BROWN COUNTY MUSEUM DIRECTOR POSITION

Brown County is seeking a responsible individual for the full-time position of Museum Director. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary range is \$42,000-\$49,000 per year. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., April 22, 2019 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7109, fax (605) 626-4010, email Erica.Coughlin@browncounty.sd.gov

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.