

OWYHEE COUNTY MUSEUM DIRECTOR JOB DESCRIPTION

INTRODUCTION

The museum director should fulfill the vision of the Owyhee County Historical Society to pass on the culture and history of Owyhee County to our residents, visitors, children and future generations. Our history in Owyhee County is unique and vast and it is our hope that all who visit this museum and interact with our staff will enjoy, see and feel that history first hand. The museum director shall plan, organize, and direct all activities pertaining to the museum at the discretion of the Board of Directors. Some examples are: scheduling of the day to day operation of the museum, collection and preservation of artifacts, planning and implementing exhibit design, overseeing budget expenditures, fund raisers and community liaison.

QUALIFICATIONS

- This position requires a bachelor's degree in a related field such as history, archeology or library sciences.
- Preference may be given to an applicant with a master's or doctorate degree in those fields.
- Preference may be given to an applicant with fund raising experience.
- Two years of museum or library experience are preferred.
- Museum management experience preferred.

LEADERSHIP

- The director shall coordinate, plan, organize and direct the museum's fund raising events.
- It is a function of this position to initiate, develop and secure diverse funding and grant sources for the museum through donors and funding entities.
- The director is responsible for the day to day operation of the museum.
- The director is a community liaison and a public representative of the Historical Society.
- The director shall serve as Historical Preservation Officer at the discretion of the County Commissioners.
- The director leads the museum in the achievement of its mission and vision by exercising strong management skills.
- Occasionally the director needs to travel regionally to expand the museum's profile and opportunities.
- Occasionally the director is a representative of the museum at public and professional organizations and meetings.
- The director oversees the conservation, exhibition, housing and growth of the museum's collections.
- The director may spend up to 20% of the work schedule in research and planning.
- A daily journal of the work day is to be recorded by the director showing highlights of the work day.

MANAGEMENT RESPONSIBILITIES

- The director oversees budget expenditures.
- The director shall participate with the Museum Board when hiring staff members, but will *not* have the authority to hire/dismiss/supervise or discipline any museum staff member.
- The director is responsible for the upkeep and repairs of the museum buildings and grounds.
- The director shall present a report at each monthly Board of Directors' meeting.
- The director shall meet with the Board at the end of each fiscal year to review the museum's accomplishments and vision.
- The director shall meet with the Owyhee County Commissioners on a quarterly basis.
- Upon notification from the County Budget Officer, the Museum Director and Finance Committee shall prepare an estimated annual Museum budget and submit it to the Board of Directors for approval prior to its submission to the County budget offices.
- The director recruits and trains volunteers. Volunteers will be supervised by a Museum staff member.
- The director manages the museum's advertising, newsletter, website and promotional materials. The director maintains a current inventory of exhibits with copies of this inventory stored at the museum and at an offsite secure storage area.
- This position requires the director to be computer literate.
- The director shall attend board meetings and general membership meetings to keep in touch with the general membership and discussions of the board.
- The director will coordinate with the supervisor of the museum staff to help facilitate the daily functions and work assignments.
- The director shall appoint the chairpersons of the committees needed to assist in the flow of work required to operate programs and missions of the museum.
 - Current committees are: Library, Education, Collections, Exhibits, and Publications.
 - The director shall write a job description for each of these committees.
 - The director, as an ad hoc member of each committee, is responsible for their work.

HOURS

This is a full time position and the director is expected to work 37 Y, hours each week. Often duties will require longer hours, especially during Outpost Days and other evening and weekend functions. When the director is not present in the facility during operational hours, the staff should be aware of how the director can be reached.

HISTORIC PRESERVATION OFFICER JOB DESCRIPTION

The Owyhee County Preservation Officer is in a leadership position, needs to know the organization structure of Historic Districts, the need for them, and the goal of the law.

- Assist the public in research related to preserving a historic house, building, or other property.
- Assist property owners, if requested, in the creation of an application packet to change a property.
- Work to preserve historical properties in Owyhee County.
- Identify Owyhee County historical sites and help to preserve them.
- Promote Historic Preservation in Owyhee County.
- Work with the Owyhee County Historic Preservation Commission by providing information pertinent to any applications for changes.
- Work with the Historic Preservation Commission in establishing standards and guidelines for owners of historic structures, sites, and locations, such as district.

***This job is a "time permitting" position since the Historic Preservation officer already has a full time job.

***HPO must work within budgetary restrictions and cannot work more than budgeted.