

Position Summary: Executive Director/ Curator

The Executive Director/Curator oversees the operation of Lake of the Woods County Historical Society museum. This position is responsible for the growing, maintaining, and preserving the museum's collection, as well as disseminating the history of the county. This includes, but is not limited to, exhibit development, research, grant writing, fundraising, programming for a range of audiences, media coordination, newsletter development, social media management and volunteer coordination.

This is a Full-Time position with a salary range of \$35,000 - \$40,000 depending on qualifications. Benefits include a health insurance contribution and retirement contribution, in addition to 10 paid holidays, PTO, and sick leave.

Reports to the Lake of the Woods County Historical Society Board of Directors.

Work hours are mainly weekdays, but will include some weekends and occasional evenings.

QUALIFICATIONS:

Required:

- Bachelor's Degree in Museum Studies, History, Non-Profit Management, or a related field.
- Minimum of 3 years demonstrated experience in museum, history, or related field.
- Proficiency in Microsoft Office, Quick Books, Past Perfect, and various social media platforms.
- Successful grant writing and fundraising experience.
- Effective communication skills, both oral and written.
- Independently motivated but also a team player.

Preferred:

- Master's Degree in Museum Studies, History, Non-Profit Management or related field
- Experience working with a variety of volunteers
- Experience in creating educational programming (specifically for school-aged children).

OVERVIEW OF GENERAL RESPONSIBILITIES

Collection:

- Overseeing and processing donations into the collection.
- Maintaining the paperwork and record keeping of donations.
- Providing for proper storage, safe handling, adequate security, appropriate accessibility, and following best practices for the collection.

Exhibits, Education, and Programming:

- Creating and implementing new exhibits and programs and enhancing existing programs and exhibits.
- Answering and assisting research inquiries.
- Assisting guests at the museum.
- Providing educational programs for school-aged groups.

Communications

- Writing a weekly column for the local newspaper on history related topics.
- Providing the weekly “Looking Back” column for the newspaper.
- Preparing a newsletter twice per year.
- Overseeing the website and social media platforms.
- Serve as the primary contact for Lake of the Woods County Historical Society.

Administration and Operations

- Setting and maintaining regular public hours for the museum.
- Overseeing maintenance of the building.
- Preparing the budget and managing multiple bank accounts.
- Overseeing annual fundraising activities.
- Applying for grants.
- Hiring, training, and overseeing part-time staff.
- Recruiting and training volunteers.
- Working with the Board of Directors to set goals.

Professional Relationships

- Act as a liaison between Lake of the Woods County Historical Society and other local, regional, statewide and national organizations.
- Field inquiries to appropriate county or state offices/archives.
- Attend state and regionally sponsored workshops pertaining to local history and preservation.

Interested candidates should email a cover letter, resume, and three professional references to: Lowhsociety@gmail.com. Applications will be reviewed beginning January 15th and the position will be open until filled.