

Museum Administrator Position (Part-Time)

The Marion County Historical Society and Heritage Center is seeking a part-time museum administrator. This position works under the direction of the Board of Directors. The administrator will assist the Board in achieving the organization's mission of preserving and promoting Marion County history.

Duties of the Museum Administrator include, but are not limited to:

- Recruiting and managing volunteers
(Volunteers will help with having the museum open regular hours, assist with the cataloging and preservation of the Heritage Center collections, help develop exhibits, and help staff special events.)
- Developing relationships between the Historical Society and donors/members
- Raising funds and obtaining grants to support the Heritage Center
- Overseeing the daily administrative needs of the museum office and serving as the point of contact for Board members, volunteers, and visitors
- Developing and managing data entry and record-keeping protocols for various museum functions
- Overseeing the gift shop inventory and sales
- Developing and promoting special events
- Responding to incoming communications (email, post mail, telephone, social media)
- Updating Facebook and Instagram social media accounts and assisting with website material
- Monitoring the condition of the building and communicating with the county for maintenance needs

Ideal qualifications include:

- High school diploma or GED required; Associate's degree or higher preferred
- High degree of organization
- Strong verbal and written communication skills
- Experience with nonprofit management and/or fundraising
- Basic bookkeeping and tax filing skills
- Experience with Microsoft Office
- Experience with social media

This position is for up to 20 hours a week. Starting pay is \$15.00/hour. Occasional evening and weekend hours required for special events.

To apply: email a cover letter and resume to mcheritagecenter@gmail.com or send a hard copy of your cover letter and resume to the address below. Please include your preferred work schedule in the cover letter.

MCHC Administrator
PO Box 831
Lebanon, KY 40033

Deadline to apply is December 1, 2022.