

## **Job Posting: Museum Director, Dickinson County Museum**

**Location:** Spirit Lake, Iowa

**Application Deadline:** Open until filled

**Start Date:** TBD

### **Position Overview**

The Museum Director oversees the general operations and administration of the Museum, with a focus on programming, collections management, financial oversight, and marketing efforts. The Director will collaborate closely with the Board of Directors and staff to drive the mission of the Museum—*Inspiring Engagement By Preserving Our Past*—ensuring that it serves as a vibrant cultural resource within the community.

### **Key Responsibilities**

- **Leadership & Operations:** Lead the daily operations of the Museum in collaboration with the Board of Directors, including oversight of development, education, public programs, finances, exhibits, and collections management
- **Public Engagement:** Represent the Museum as a liaison with external organizations, government entities, and the local community. Ensure effective communication through newsletters, website updates, and social media.
- **Volunteer Engagement:** Foster and manage a strong volunteer base, ensuring that volunteer efforts are efficiently coordinated and impactful.
- **Staff Management:** Supervise and schedule Museum staff, volunteers, and interns. Hire, train, and manage staff, in consultation with the Board, as needed
- **Partnership Development:** Cultivate and manage relationships with professional organizations, other nonprofits, museums, historical groups, tourism associations, and state or regional historical associations. Explore new opportunities for collaboration.
- **Fundraising & Marketing:** Oversee public relations, marketing, and fundraising activities, including research and application for grants to support Museum programs and capital improvement projects. Work with the Board to build relationships with individual, foundation, and corporate donors.
- **Best Practices:** Ensure the Museum adheres to industry best practices and standards.
- **Board Relations:** Attend scheduled board meetings and present a Director's report on Museum activities and progress.
  - **Special Projects:** Take on any other special or temporary responsibilities as directed by the Board of Directors.

### **Preferred Qualifications**

- **Passion for History:** A deep enthusiasm for Dickinson County history and cultural preservation. Strong communication skills for engaging donors, volunteers, and the broader community.

- **Fundraising & Grant Writing:** Experience in fundraising, grant writing, and building public and private partnerships.
- **Leadership & Team Management:** Experience in supervising staff and volunteers in a museum or cultural institution.
- **Digital & Social Media Skills:** Ability to engage the public and increase visibility through website management, marketing, and social media platforms.
- **Strong Organizational Skills:** Ability to manage multiple projects, adhere to timelines, and work collaboratively with diverse stakeholders.

### **Day-to-Day Responsibilities**

- Working with staff, open and close the Museum during regular hours as directed by the Board of Directors.
- Welcome visitors, provide tours (both in-season and off-season), and assist with museum research as needed.
- Manage sales and donations, ensuring funds are properly recorded and submitted to the Treasurer.
- Maintain cleanliness and organization of displays, exhibits, and Museum facilities, including dusting, vacuuming, and ensuring the bathrooms are tidy.
- Accept donations of artifacts, pending approval from the Collections Committee.
- Serve as the main point of contact for Museum inquiries and emergency communications.

### **Position Requirements**

- Strong communication, organizational, and leadership skills.
- Previous experience in museum administration, cultural resource management, or related fields preferred.
- Ability to work independently and as part of a team in a fast-paced environment.
  - Familiarity with Past Perfect software and Google Workspace a plus, but recognize need to acquire these skills

If you are a dynamic, passionate leader with a commitment to preserving history and fostering community engagement, we encourage you to apply. Please submit your resume, cover letter, and any relevant supporting materials to [staff@dickinsoncountymuseum.org](mailto:staff@dickinsoncountymuseum.org), or

Dickinson County Museum  
 1708 Keokuk Ave.  
 P.O. Box 532  
 Spirit Lake, Iowa 51331