

Qualifications for Berrien County Historical Association Executive Director:

REQUIRED:

1. A Bachelor's degree in history, museum studies or a related field with 2-5 years experience in museum administration and collection management.
2. Ability to use standard office equipment including Microsoft Office and various web-based social media.
3. Willing to be on-call in emergencies and to work weekends as required.
4. Must be able to lift and carry objects and materials up to 40 lbs. Able to maneuver stairs without difficulty. Must be able to work in confined spaces and on ladders. Must have sufficient visual and hearing capabilities to respond to public needs and for detail work.

PREFERRED:

5. Master's degree in history, museum studies or a related field.
6. Record of leadership experience with evidence of continuous professional development/advancement.
7. Demonstrated supervisory experience with the ability to establish and maintain effective working relationships with the public, an oversight Board & Association membership, employees, volunteers and other institutions.
8. Experience in developing and implementing budgets, fundraising efforts as well as preparing, presenting & implementing grants along with completing follow-up requirements of the grant maker.
9. Able to work independently to organize, develop, plan and produce projects and programs.
10. Ability to interpret history and communicate that knowledge in a variety of written and oral formats to various audiences from children to senior citizens.
11. Knowledge of techniques for selection, evaluation, preservation and exhibition of historic objects, photographs, documents and related materials.
12. Working knowledge of legal and ethical issues of collections management, modern museum registration techniques and policies as well as copyright law.

13. Working knowledge of QuickBooks, Past Perfect, In Design and other relevant software.

14. Skills in compiling data and reports, creating files and evaluating institutional operations.

Salary: \$40,000 annually