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Administrator

Employer

Cowley County Historical Society and Museum
1015 Mansfield St
Winfield, KS 67156

The Museum Administrator will oversee the daily operations of The Cowley County Historical Society and Museum. The primary responsibility is to care for objects in the museum's collection but also includes a range of administrative, marketing, managerial and industry related tasks. The Administrator works for the Board of Directors and will work with them to create long-term plans and innovative programs for the museum. The Administrator will also supervise and manage all volunteers ensuring they follow industry recommendations for caring for items. They are expected to represent the museum in a variety of settings, such as meeting with the museum's governing body and various business and civic communities.

Duties

- Museum Office Manage communications (Phone, Email, Facebook, YouTube, Website)
- Effectively marketing the Museum using print, social media, and other platforms.
- Order supplies for the office, museum, bathroom, and kitchen Coordinate volunteers

Artifacts and History

- Maintain, preserve, archive, and catalog items.
- Assist with research inquiries.
- Process accessions.
- Create displays.

The Museum

- Open and Close the museum Tuesday through Friday 1:00pm to 4:00pm.
- Greet visitors Educate visitors on the museum and Cowley County Research and apply for grants to expand collection, update facilities, or support research efforts.
- Prepare for meetings or events hosted at the museum Light cleaning of the museum (sweeping, dusting, trash removal,)
- Light Maintenance (changing light bulbs, tending to displays, work with buildings and grounds committee to get larger maintenance issues fixed)
- Preparing documents for and attending the CCHSM board meetings.

Qualifications

- Passion for History
- Self-starter
- Superb project management and organizational skills
- Excellent written and verbal communication skills
- Able to organize, present and communicate messages effectively
- Strong computer skills

Preferred Qualifications

- Grant writing or fundraising experience
- Knowledge of Cowley County history
- Teaching background
- Nonprofit experience

Employment Details

Compensation for a normal work week of 17 hours, which encompasses Monday through Friday afternoons. The Administrator will also be paid at an hourly rate for additional activities where attendance is required by the Board. Personal Time Off is available after 6 months of employment.

All employees of the museum are considered “at will” employees: that is, by Kansas law, a worker’s employment can be terminated by either the employee or the employer at any time for any reason. Two weeks’ notice will be considered normative.

CCHSM is an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity, or political affiliation. The successful candidate will be subject to a criminal background check.

Resumes can be dropped off at the museum:

1011 Mansfield St
Winfield, KS 67156

The application below can be completed and dropped off at the museum or emailed to museumcchsm@gmail.com

Museum Hours:

Tuesday-Sunday 1 pm - 4 pm

Cowley County Historical Society Museum
1011 S. Mansfield St.
Winfield, KS 67156

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Name: _____ Date: _____

Address: _____

Phone: (Home) _____ (Cell) _____ Email: _____

Position applying for: _____

QUALIFICATIONS

Highest level of education and field of study: _____

Explain why you are qualified for this position (attach another page if needed): _____

CURRENT AND PROIR EMPLOYMENT

Company name and address: _____ Phone: _____

Job title and responsbilites: _____

Supervisor: _____ Can supervisor be contacted: _____

Start date: _____ End date: _____

Company name and address: _____ Phone: _____

Job title and responsbilites: _____

Supervisor: _____ Can supervisor be contacted: _____

Start date: _____ End date: _____

REFERENCES

1. _____

2. _____

3. _____