

**POSITION OPENING
DIRECTOR OF MUSEUM AND EDUCATION**

The South Carolina Historical Society (SCHS) seeks a motivated and detail-oriented individual to serve as Director of Museum and Education. This person is responsible for leadership and management of all museum-related activities as well as off-site programs sponsored by the Historical Society. He or she is responsible for managing the maintenance of the facility and for developing strategies to optimize the building's use. The Director is expected to monitor public history trends and recommend appropriate programming to keep pace with a changing environment. He or she will work closely with the Executive Director to refine, develop, and implement a progressive program for the Museum's exhibitions, collections management, educational activities, and community outreach.

The incumbent is required to work weekends and some evenings and holidays. Parking is not provided by SCHS.

MAJOR DUTIES:

- Manages all aspect of visitor programs and activities including staffing, facility use, security, safety, resource protection, maintenance, visitor control, operating procedures and hours of operation.
- Manages site historic artifact collections ensuring compliance with guidelines for interpretation, security and preservation.
- Develops, plans, and manages an interpretation and education program that fosters an on-going dialogue with the public to accomplish the society's objectives that relate directly to primary themes and management strategies
- Supervises employees involved in implementing operational decisions on projects, programs, and the collection.
- Monitors programs and educational activities to ensure they meet the society's goals and objectives.
- Assists in the development and accounting for site and historic annual budget including donated funds.
- Purchases supplies, equipment and services for day-to-day operation of the museum and shop. Ensures that the facility, equipment, and property are maintained.
- Ensures the facility is a safe environment for visitors and employees.
- Recruits, interviews and selects applicants for employment and volunteers at the museum and provides training for subordinate employees.
- Assigns projects to staff and volunteers, sets priorities, work schedules and evaluates both paid and volunteer staff.
- Supervises submission of cash reports and required reporting of management indicators such as visitation, program attendance, and project accounting.
- Manages the museum and online ecommerce and gift shops.

KNOWLEDGE AND SKILL REQUIRED:

- Ability to supervising employees
- Knowledge of best practices of museum management.
- Knowledge of national and regional history

- Familiar with principles and practices of historic education and interpretation.
- Experience with curatorial practices and procedures.
- Familiar with membership data management, retail software, and Microsoft Office.
- Able to produce and manage budgets, human resources, purchasing and revenue accounting.
- Able to develop and prioritize an annual implementation plan to accomplish society goals
- Ability to coordinate events and special activities.
- Ability to communicate effectively, both orally and in writing.

DEGREE REQUIREMENTS:

- A bachelor's degree in history, archeology, museum studies, or a closely related field and 2-3 years' experience in a museum or historical site which included 1-2 years supervisory experience

SUPERVISORY CONTROLS:

The incumbent works directly for the Director and Assistant Director of the SCHS. The direction provided is general in nature except when changes in SCHS policies are necessary. The incumbent often works independently in the best interest of the SCHS.

WORK ENVIRONMENT:

The work will generally be in the Fireproof Building and, at times, Addlestone Library in Charleston, SC. Occasionally the employee will be required to work outside to help staff events and programs produced by the SCHS

SALARY:

Commensurate with experience.

ABOUT THE SOCIETY:

The South Carolina Historical Society (SCHS) is a nonprofit 501 c 3. It houses the state's largest private repository of historic documents, produces two quarterly publications, and sponsors a variety of outreach programs for members, educators, students and the public. In mid-2018, the SCHS will open an exhibit in the Fireproof Building in Charleston. The organization's mission is to expand, preserve, and make accessible its invaluable collection, and to encourage interest and pride in the rich history of the State of South Carolina. Membership in the Society is open to anyone who is interested in the state's past and supports the mission of the SCHS.

TO APPLY:

Please email a cover letter, resume, and a list of three references to careers@schsonline.org. Please note "Museum Director" in subject heading.