Three Lakes Historical Society
Three Lakes, Wisconsin

Performance Description for
Museum Administrator

PURPOSE

The Three Lakes Historical Society, in order to provide for the public's use, enjoyment, and benefits of its Museum's many offerings, has created the position of Museum Administrator. The Museum Administrator will provide oversight of the Museum's operations and programs.

This is a part-time position with time requirements determined by the months the museum is open during the summer season and the hours required in the Visitor Center during the Fall, Winter and Spring. *It is expected that hours during the summer season (June, July, August) will be 25 hours per week and the hours in the off season an average of 4 hours per week.*

RESPONSIBILITIES THE ADMINISTRATOR

The Museum Administrator is responsible for providing oversight of museum operations including staffing, programming, building maintenance and budget controls relating to the latter. The Administrator, in collaboration with the Society's Board of Directors will create and attain museum goals and objectives. The Administrator will report regularly to the Board Directors.

The following listed duties are essential for the Administrator's performance; however, the omission of specific duties does not exclude them from the position. The following is not intended to totally itemize all duties of the Museum Administrator

1. Recruit/*Schedule*/Supervise/Train/Support Staff, Volunteers and Docents
2. Expend monies to accomplish responsibilities from the Annual Program Budget approved by the Board of Directors.
3. Follow accounting procedures as determined by the Treasurer of the Board of Directors.
4. Respond to phone calls, e-mails and other inquiries throughout the year for museum information and services from the public and Board of Directors.
5. Make recommendations to the Finance Committee for budget considerations.
6. Assist, as able, with fund-raising.

7. Ensure that the Visitor Center is a welcoming and attractive area for museum visitors.
8. Report to the Society Board re: appropriate needs/concerns.
9. Report activities and present recommendations to the Board of Directors.
10. Represent the Historical Museum before a variety of community groups to promote the museum as a vital community asset.
11. Consult with the Board of Directors re: long-range needs to keep the museum relevant to emerging trends
12. Assist in the preparation of informational guides for museum visitors
13. Collaborate with the Curator and the Director of the Demmer Library, re: materials/displays in the Library's Local History Room and public areas.
14. Provide historical articles, as requested, for use in the Society's newsletter.

RELATIONSHIPS/SUPERVISION/EVALUATION

The Museum Administrator relates to the Society's Board of Directors and its Personnel Committee regarding issues of performance responsibilities. The Administrator maintains relationships with Docents, the Curator, Museum Assistant, volunteers and the Director of the Demmer Library. An Annual Performance Review will be conducted by the Board's Personnel Committee.

QUALIFICATIONS

In order for the Museum Administrator to be effective in performing her/his responsibilities, it is expected the Administrator will:
1. Have appropriate experience from work with a business, non-profit, and/ or community organization where administrative skills were required for effective performance.
2. Demonstrate written and speaking communication skills.
3. Have necessary computer skills.
4. Have skills in relating to the public demonstrating an attitude of friendliness, interest, and helpfulness.
5. Demonstrate a willingness to acquire basic knowledge of Three Lakes history and become knowledgeable of the mission of the Three Lakes Historical Society.
6. Demonstrate a willingness to collaborate with the Museum Curator as partners in fulfilling the museum's mission.
7. Be an enthusiastic supporter of the Three Lakes Historical Society, its Museum and related programs.