



## Museum Community Engagement Manager

Jeanne Rodger Lane Center for Regional History

### POSITION INFORMATION

**Title:** Museum Community Engagement Manager

**Type:** full-time, year-round, exempt position

**Schedule:** To be determined

**Location:** Ketchum, Idaho

**Reports to:** Mary Tyson, Director of the Center for Regional History

**Compensation:** Minimum starting salary of \$60,000 annually, commensurate with experience

**Benefits:** 85% of health insurance premium paid by employer, retirement plan with 4% match, employer-paid AD&D policy, voluntary vision, short-term disability and dental plans.

**Mission:** The Community Library's mission is to bring information, ideas, and individuals together to enhance the cultural life of the community. The Community Library strives to promote literacy, encourage community conversations, provide contemplative space, foster creativity, and deepen a sense of place in central Idaho

**Special Instructions:** successful applicants must be able to complete a criminal background check.

### THE COMMUNITY LIBRARY ASSOCIATION

The Community Library is a non-profit cultural institution supported in part by a thrift store, The Gold Mine Thrift Store, and in part by donations from community individuals and community organizations. The library serves the Wood River Valley in ways beyond those of a traditional library by engaging individuals through its library services, contemporary programming, and museum resources. It encourages educational and personal growth through its collections, its reference resources, its technological options, and its personal approach to 21st-century library practices. It engages in meaningful partnerships with other non-profits for the benefit of the entire community. The Community Library is a privately-funded public library. We offer free access like government-funded libraries, but we receive no dedicated tax support.

### THE JEANNE RODGER LANE CENTER FOR REGIONAL HISTORY

The Community Library's Jeanne Rodger Lane Center for Regional History provides access to a range of resources and exhibits that cover central Idaho history. The center started in 1982 with a small collection of books and the beginnings of an oral history collection. It steadily grew in four decades and has recently blossomed to include a climate-controlled Special Collections archive, the Betty Olsen Carr Reading Room, the Ernest and Mary Hemingway House and Preserve historic site and collection, and a history museum. The collections cover the diverse history of the communities in the area.

### JOB SUMMARY

The Museum Community Engagement Manager will serve a leadership role as The Community Library opens an expanded Regional History Museum in a new location proximate to the Library, helping to establish and implement a new vision for the Museum as a dynamic program space. The person in this position will oversee the Museum's daily operations, serving as the primary point-of-contact for visitors,

managing the program schedule. This person will be charged with reaching the visitor who spends in the museum and designing activities to enhance their experience of the exhibits. Underpinning the museum experience is to foster a sense of belonging in the history of Central Idaho. This person will work as part of the Center for Regional History team and help inform new exhibits with particular attention to visitor engagement. The Museum Community Engagement Manager also will oversee an expanded museum store, including stocking and marketing merchandise and operating the point-of-sales.

## **DUTIES AND RESPONSIBILITIES**

- Manage Museum operations, including program and staffing schedules, Museum store operations, and periodically overseeing interns and volunteers.
- Maintain a welcoming tone for visitor engagement and build relationships with schools, businesses, nonprofit organizations, other museums, and other entities and individuals to promote regional history in creative ways.
- Lead Museum education efforts through programs, conversation, and tours, including coordinating the training for other staff and/or volunteers to conduct a program or tour.
- Develop and implement Museum programming to engage diverse visitors with Central Idaho's history and/or exhibit themes, working in collaboration with the Library's director of programs and education and the Children's and Young Adult Library staff.
- Work at the Museum information desk approximately 20 hours each week and provide support and direction for other staff and volunteers who work there.
- Manage the Museum store, including developing merchandise in line with the Library's mission and the Museum's goals, purchasing and maintaining inventory, managing the point of sales, branding and marketing the merchandise.
- Manage the Visitor services, including the collection of visitor statistics and assessment of visitor engagement.
- Contribute to future exhibit development in teamwork with the Center for Regional History.
- Inform visitors about the Community Library Association and respond in particular to all kinds of inquiries regarding the Center for Regional History.
- Use technology and communication tools consistent with Library applications, including Microsoft Office, Adobe Creative Suite, PastPerfect, WordPress, Square, and/or other point of sale software.
- Communicate effectively, both in writing and through public speaking, to advance Museum programs.
- Other duties as assigned by the Director of the Center for Regional History.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Work is performed primarily indoors and may involve sitting at a computer and standing for lengthy periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of public interaction is required for this position.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in the humanities, education, history, and/or related field or commensurate experience.
- Demonstrated experience communicating with the public in a museum or library, an educational setting, and/or in a customer service setting for a business or non-profit.
- Demonstrated interest in for the history of the American West.

- Demonstrated retail experience.
- Strong technology skills, including but not limited to Microsoft Office, database software, website and social media tools.
- Demonstrated ability both to work independently and collaborate effectively with others.
- Demonstrated organizational skills.
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the Library's mission.

### **PREFERRED QUALIFICATIONS**

- Bilingual skills in English and Spanish.
- Background in Idaho history or the history of the American West.
- Advanced coursework in museum studies, public history, education, or cultural heritage, or comparable professional experience.
- Supervisory and/or teaching experience.

### **APPLICATION INSTRUCTIONS**

To apply, please send a cover letter, resume, and the contact information for three professional or academic references to Mary Tyson via [bringit@comlib.org](mailto:bringit@comlib.org). Please use the subject line "Museum Community Engagement Manager First Name Last Name" First review of applications will begin January 3, 2023. Please direct all questions to [bringit@comlib.org](mailto:bringit@comlib.org) or 208-806-2640.