



## 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
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:	Paid vacation and sick leave; 85% of health insurance premium paid by employer; retirement match with 4% employer match; employer-paid AD&D policy; voluntary vision, short-term disability and dental plans. This position is eligible for financial relocation assistance.
Mission:	The Community Library's mission is to bring information, ideas, and individuals together to enhance the cultural life of the community. Guiding Principles: The Community Library strives to promote literacy, encourage community conversations, provide contemplative space, foster creativity, and deepen a sense of place in central Idaho

### JOB SUMMARY

The Museum Community Engagement Manager will serve a leadership role in the Wood River Museum of History and Culture, helping to implement a strong vision for the Museum as a dynamic program space. This person will be charged with designing activities to enhance the experience of the exhibits and increase their engagement with the central Idaho history. Underpinning the museum's mission is to foster a sense of belonging in the community. This person will work as part of the Center for Regional History team to help inform new exhibits with particular attention to visitor engagement. The person in this position will oversee the Museum's daily operations, serving as the primary point-of-contact for visitors and managing the program schedule. This role also is responsible for overseeing the museum gift shop.

### 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, nonprofit organizations, other museums, and other entities and individuals to promote regional history in collaborative 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.

### **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.

### **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.

### **ABOUT 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.

### **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.

### **APPLICATION INSTRUCTIONS**

To apply, please send a cover letter and resume to Mary Tyson via [bringit@comlib.org](mailto:bringit@comlib.org). Please use the subject line "Museum Community Engagement Manager: First Name Last Name." This position will be posted through June 30. Please direct all questions to [bringit@comlib.org](mailto:bringit@comlib.org) or 208-806-2640.