



Regional History Exhibits and Collections Manager

Jeanne Rodger Lane Center for Regional History

POSITION INFORMATION

Title: Regional History Exhibits and Collections Manager

Type: Full-time, year-round, exempt position

Schedule: Tuesday-Saturday

Location: Ketchum, Idaho

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

Compensation: Minimum annual salary of \$60,000

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.

Special Instructions: Successful applicants must complete a criminal background check.

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 Community Library's Jeanne Rodger Lane Center for Regional History seeks an Exhibits & Collections Manager to lead interpretive storytelling through the Wood River Museum's collections. This position helps to define the exhibit program and collection development.

The person in this position plays a primary role in managing Museum objects and collections as part of the Center for Regional History's curatorial responsibilities. They help lead the development, execution, and evaluation of rotating Museum exhibitions. All of this work is informed by a keen interest in caring for and presenting the nuanced history of Central Idaho as it relates to the American West. The work also involves attention to the particularly strong collection of items related to Ernest Hemingway and his history in Central Idaho. The person in this position reports to the Director of the Center for Regional History and collaborates extensively with the department team.

DUTIES AND RESPONSIBILITIES

- Work with the Library team to execute dynamic museum exhibits under the leadership of the Center for Regional History Director.
- Assist with the coordination and execution of museum exhibits about central Idaho history.
- Assist with the preservation and education work that is ongoing at the Ernest and Mary Hemingway House and Preserve.
- Oversee the preparation of exhibited objects, both owned and on loan.
- Maintain, utilize, and oversee the PastPerfect collections management database and other discovery and access database software tools to manage the collection records.
- Photograph museum objects.
- Create condition reports for museum collection objects.

- Assist with the museum operations in coordination with the Museum Community Engagement Manager.
- Provide excellent visitor service.
- Conduct the inventory work required to advance collection management.
- Practice library, archives, and museum preservation and conservation standards.
- Adhere to the Center for Regional History collection management policies.
- Research and write exhibit labels and other interpretative materials.
- Communicate effectively, both orally and in writing.
- Work both independently and collaboratively in a production-oriented and creative team environment.
- Be proficient with technology and metadata standards specific to archives, museums, and special collections.
- Complete other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree in museum studies, humanities, history, or a related field. Graduate studies in relevant field preferred.
- Demonstrated experience communicating with the public in a museum or library, or in an education setting, or in a customer service setting for a business or non-profit organization.
- Experience handling and housing 2-D and 3-D artifacts.
- Training or experience in exhibit development.
- Strong computer skills including but not limited to Microsoft Office 365, database software, and Adobe Creative Suite, coupled with a willingness to learn new programs and apps.
- Demonstrated ability to manage multiple projects at one time.
- Demonstrated excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers, including the ability to communicate effectively and courteously under pressure.
- Excellent attention to detail, organizational skills, and accuracy.
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the library's aims.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and Spanish.
- Background in Idaho history or history of the American West.
- Familiarity with cameras, photography, and image editing software, e.g., Photoshop and Lightroom.
- Advanced work experience or studies in Public History, Museum Studies, or Cultural Heritage Studies.

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 interaction with the public 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 has grown steadily since then, and it now includes 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 the Wood River Museum of History and Culture. The collections cover the diverse history of the communities in the area.

THE COMMUNITY LIBRARY ASSOCIATION

The Community Library is a privately funded public library that serves the Wood River Valley and Central Idaho in ways beyond those of a traditional library by engaging individuals through its library services, robust educational programming, and museum resources.

APPLICATION INSTRUCTIONS

The application period is open until September 13, 2026. Interested candidates should submit a cover letter, resume, and three professional references as PDF attachments to bringit@comlib.org using subject header "Regional History Exhibits and Collections Manager_First Name Last Name." Please direct all questions to Yira Massey, director of operations, at bringit@comlib.org.