

POSITION DESCRIPTION

Class title: Public Programs/Digital History Specialist
Department: Museums
Worker's Comp Group No.
Date: June 29, 2017

GENERAL PURPOSE

This is a shared position between the Wythe County Historical Society and the Town of Wytheville Department of Museums.

SUPERVISION RECEIVED

Works under the supervision of the Director of Museums. Work performed for the Wythe County Historical Society is supervised by the President of the Society in coordination with the Director of Museums to insure the job responsibilities for both organizations are carried out effectively. In the absence of the Director, supervision is provided by the Assistant Director. Some supervision by the senior Curatorial Assistant on duties related to the management of the Museums' collections and the archives.

SUPERVISION EXERCISED

May supervise volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR THE DEPARTMENT OF MUSEUMS

Provide tours for all Department of Museums' facilities and interpretive sites

Research and develop new exhibits, onsite programs for adult and family audiences, and publications on topics relating to the Museums, Heritage Preservation Center, local and regional history.

Assist Director of Museums with the identification and recruitment of performers, artisans and speakers for the First Thursdays with History performance series.

Develop and implement a medical/early pharmacist exhibit and related programs.

Design and install new interactive exhibits in the Boyd and Rock House Museums, Heritage Preservation Center and other museum facilities.

Coordinate and implement future projects with Smithsonian and other museum partners.

Serve as member of the Department of Museums' in-house exhibition design team.

Create and present Podcasts on topics relating to the collections of the Museums, the Society and local history.

Design and implement online programming and virtual tours for a variety of audiences and age groups.

Use social media tools such as Blogs, Twitter, Instagram, Tumblr, etc. to bring the Museums to life and make a personal connection with the public.

Create mobile applications for exhibits and tours.

Assist with inventory and condition reports.

Assist with collections documentation and care responsibilities as directed by the Curatorial Assistant and Director of Museums

Assist with the maintenance of the Museum gardens.

Process museum admissions and retail sales, complete paperwork accurately and efficiently, and make deposits of daily revenues.

Responsible for the security of the museum collections, archives, facilities and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR THE WYTHE COUNTY HISTORICAL SOCIETY

Solicit and edit manuscripts, prepare publication for printing, coordinate printing and mailing of Wythe County Historical Review.

Organize and maintain Society membership records; prepare and send out notices of dues, etc.

Develop and implement strategies to recruit and retain new members including students and families.

Correspond with Society members to inform them of meetings, special events and other topics as appropriate.

Develop publications based on the library archives, museum collections and local history.

Create and sustain social media endeavors: Twitter, Facebook, Instagram, Tumblr, etc.

Design and manage website with running blog and coordinate with Department of Museums website.

Create and deliver podcasts on topics relating to the missions of the Wythe County Historical Society and the Museums.

Identify and implement digital history innovations.

Organize and maintain files for the Wythe County Furniture Documentation project.

Oversee digitization of files and archives.

GENERAL DUTIES

Perform all other duties necessary for the efficient and effective operation of the Department of Museums and the Wythe County Historical Society as assigned.

PERIPHERAL DUTIES

Travel to the museum offices and sites, Town office and other businesses as needed. Attend meetings and functions of the Wythe County Historical Society.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from college with a degree or studies in public history, education, or related fields. Education/ training and experience in the use of a variety of social media platforms and digital technology. Experience conducting research, writing and editing written materials and reports. Experience in a teaching or research setting would be very helpful.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Excellent communication, research, and writing skills are essential. Knowledge of and demonstrable skills utilizing a variety of social media platforms and digital technology. Must have aptitude for detailed work. Strong organizational skills and proven ability to initiate and complete projects on schedule are essential. Ability to conduct tours of all museum facilities and to make visitors of all ages feel welcome are essential. Must have professional demeanor and appearance and ability to handle conflict and/or difficult people in a professional manner. Problem solving and ability to make decisions without direct supervision are essential. The ability to multi-task and switch priorities easily are necessary in order to successfully carry out and coordinate the variety of tasks to be done for the Wythe County Historical Society and the Department of Museums.

SPECIAL REQUIREMENTS

Must be able to work weekends and evenings as needed.

TOOLS AND EQUIPMENT USED

Telephone, personal computer, video and audio equipment, camera, cash register, credit card machine, copy machine and calculator.

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle or feel objects, tools or controls; and to reach with hands and arms. The employee may be required to stand for long periods of time. The employee must be able to walk up and down steps and hills and occasionally lift and move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, criminal background investigation, driving records, reference check and job related tests may be required.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____