

POSITION DESCRIPTION

Class Title: Director of Museums

Department: Museums

Date: December 1, 1994

Revised: January 18, 2022

GENERAL PURPOSE

Responsible for providing experienced leadership and management, financial, facility, and organizational development, collections and facilities conservation and management, public programming, and supervision of all areas of operation for five museums and additional exhibitions owned by the Town of Wytheville and operated by the Department of Museums.

The Town of Wytheville's Museum facilities include the Haller-Gibboney Rock House historic house Museum, Thomas J. Boyd Museum, Great Lakes to Florida Highway Transportation Museum, Willow Brook Jackson/Umberger Homestead Museum (Homestead Museum), Heritage Preservation Center, and the Police, Fire, and Rescue Exhibition.

SUPERVISION RECEIVED

Works under the supervision of the Town Manager.

SUPERVISION EXERCISED

Supervises all full and part-time professional and volunteer staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Planning and Development

- Lead the Museum team through the process of updating the Department of Museums' comprehensive institutional plan and developing new strategies to establish and maintain a strong financial and operational foundation for the future sustainability of the Town of Wytheville's Museum facilities and programs,
- Develop strategies to strengthen the connections between the interpretive themes and activities of the Department's diverse Museums.
- Provide leadership and direction for the completion of the master plan for site development, accessibility improvements, staffing, interpretive themes, public programming, collections management, financial development, and operation of the Willow Brook Jackson/Umberger Homestead Museum.
- Oversee the expansion of the programming and facilities of the Homestead Museum relating to historic trades and crafts, history of settlement, farming, and foodways in Wythe County and Appalachia, Wythe County decorative arts, and other topics related to the mission of the Homestead and Great Lakes to Florida Museums.
- Partner with the Wythe County Historical Society Board of Directors to conduct planning and obtain funding to provide sustainable collections and archival

conservation and preservation as a component of the renovations to the former Spiller school building.

- Provide oversight for the development and operation of a new Museum volunteer program.
- Plan and oversee the development and presentation of permanent and temporary exhibitions, heritage based performing arts, events, and festivals.
- Oversee the continued development and implementation of the Museum's successful heritage education programs for school age children and the development of new heritage-based educational programming for adults and families.

Financial Development and Management

- Identify and obtain federal, state, and local grant funding for site and accessibility development projects, exhibitions, and the conservation and preservation of all collections and historic buildings under the stewardship of the Department of Museums. Monitor grant projects and contracts, prepare and submit required reports. Establish and maintain relationships with individual, corporate, governmental, and other financial donors and sponsors.
- Establish and maintain funding partnerships and sponsorships with civic organizations, businesses, and corporate and individual donors.
- Create and maintain a variety of new earned income revenue generating activities to provide ongoing financial support for the operations, facilities, and programs of the Department of Museums.
- Develop and implement a schedule of annual and special fundraising activities.
- Work with Assistant Director of Museums to develop and manage the annual departmental budget in accordance with the guidelines established by Town Council and Administration.

Facilities/Collections Preservation and Operations

- Oversee curatorial, conservation, preservation, and operational responsibilities for the historic buildings and collections owned by the Town of Wytheville and the collections of the Wythe County Historical Society.
- Oversee the establishment and implementation of ongoing inspection and maintenance of museum buildings and grounds; identify renovations and improvements necessary to preserve historic museum facilities, improve accessibility, and ensure the safety of museum staff, collections, and the public. Coordinate with the Manager of Historic Sites to develop short and long term Plans of Work and secure financial resources and professional services required to carry out the necessary tasks identified.
- Ensure compliance with National Register of Historic Places and Virginia Department of Historic Resources requirements for repairs and improvements to the Haller-Gibboney Rock House Museum.

- Work with the Manager of Historic Sites and appropriate Town staff to prepare specifications and budgets for work to be done by the Town's Department of Public Works and professional contractors. Follow the Town's procurement policies and monitor work in progress to ensure compliance with specifications and budget and the safety of historic buildings and collections.
- Complete the development of the collections plan for the Homestead Museum.
- Re-establish the Museum Collections Committee. Oversee implementation of a deaccessioning process for objects in the collections of the Town and the Wythe County Historical Society following the criteria established in the Museums' Collections Management Policy.

Administration and Management

- Hire, supervise, evaluate, and provide operational support for all professional Department of Museum staff; oversee recruitment and management of volunteer staff. Lead staff through process of developing individual and departmental plans of work and performance goals.
- Ensure compliance with all Town of Wytheville policies and procedures, legal, safety/health, ADA requirements and professional museum standards.
- Provide emergency and disaster response training for staff and volunteers on a scheduled basis.
- Serve as liaison and departmental representative to Town Council and Town Administration, Town of Wytheville Departments, Homestead Advisory Board, Friends of the Homestead, and the Wythe County Historical Society. Provide administrative and management support for the Homestead Advisory Board. Attend Homestead Advisory Board and Wythe County Historical Society Board meetings.
- Ensure compliance by all parties with the provisions of the governing agreement for the Homestead Museum. Provide leadership and strategic direction with the revision of the agreement as needed for the development and efficient operation of the Homestead Museum.
- Ensure that all parties adhere to the terms of the Operating Agreement between the Town of Wytheville and the Wythe County Historical Society. Update the agreement as needed.
- Advise the Wythe County Historical Society Board of Directors on the use of funds in the care of the Society designated for the Haller-Gibboney Rock House and on procedures and financial resources necessary to preserve the Society's collections.
- Share supervisory responsibility with the President of the Wythe County Historical Society for the work of the shared staff position of Museum Public Programs/WCHS Director of Operations.

Marketing and Visitor Services

- Work with Assistant Director of Museums/Coordinator of Marketing and Visitor Services to develop and implement strategies and informational materials to promote

the Museums and public programs, increase and expand Museum visitation, and provide visitors with positive and engaging experiences.

- Oversee and coordinate with Assistant Director to facilitate the Department's participation in promotional and tourism activities with the Town's Director of Public Information and Tourism and Wytheville Visitor Center, Wytheville-Wythe-Bland Chamber of Commerce, Downtown Wytheville, Inc. and other local and regional tourism marketing organizations.

PERIPHERAL DUTIES

Other duties as may be assigned.

MINIMUM QUALIFICATIONS

Education and Experience

At least 4 years of museum executive leadership with a broad background of experience in all areas of Museum operations and management, and demonstrable success in the following:

- Strategic planning and implementation
- Financial development and management
- Organizational and facilities development and management
- Personnel administration and development
- Public programming

Experience working successfully with museum staff and volunteers, boards, committees, and partner organizations.

Experience working with a local government or state owned Museum system a plus but not required.

College or graduate degree in museum studies, public history, business, public administration, or related fields.

Necessary Knowledge, Skills and Abilities

Demonstrated ability to provide positive leadership, a supportive work environment, and opportunities for professional development for an experienced team of museum professional staff.

Ability to work creatively and successfully with limited budgets and staffing resources.

Knowledge of professionally accepted standards and legal and ethical requirements for all aspects of museum operations.

Familiarity with Secretary of Interior's Standards for Rehabilitation of Historic Buildings and National Register of Historic Places guidelines.

Understanding of the legal and public service requirements and obligations of the Department of Museums as a division of local government.

Ability to represent the Department of Museums in a professional and diplomatic manner at all times when interacting with diverse audiences and staff.

Demonstrated ability to establish and maintain positive working relationships with Town Council, Town departments, boards, donors, funders, government agencies, civic organizations, contractors, and the general public.

Ability to communicate effectively both in writing and verbally.

Knowledge of and appreciation for the cultural and material heritage and history of the Appalachian region and Southwest Virginia, particularly historic building trades and crafts, foodways, agriculture, and decorative arts.

Ability to multi-task, change priorities as needed, and handle unexpected, sensitive, and/or emergency situations with flexibility and a calm and professional demeanor is essential to success in this position.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, telephone, and copy and fax machines.

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 grip, handle or feel objects, tools, or controls; and to reach with hands arms. The employee must be able to walk up and down steps, and occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to 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 and reference check, criminal background investigation, 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.