



Lakeshore Museum Center

JOB ANNOUNCEMENT

TITLE: Site Manager-Muskegon Heritage Museum

DEPARTMENT: Program and Exhibits

STATUS: Full-time, exempt

SALARY: \$31,200

BENEFITS: Paid time off including vacation, sick, and holidays; health, vision, and dental insurance, 401k

LAKESHORE MUSEUM CENTER MISSION: Inspire curiosity and wonder about Muskegon County's natural and cultural history through our interactive exhibits and experiential programs.

About the Museum: The Lakeshore Museum Center is a multi-site institution that has exhibits at all campuses and small exhibits throughout the community. The Main campus is a traditional two-story history/natural history museum that features permanent and temporary exhibits as well as three hands-on rooms. The Historic Sites campus includes five buildings/homes with changing exhibit spaces. The Muskegon Heritage Museum is the latest campus addition and has industry-focused exhibits. Over 60,000 guests visit the museum annually for our exhibits and programs. Visit www.lakeshoremuseum.org for images and more information.

POSITION SUMMARY:

This is a unique position that will likely evolve over time. The right candidate will be extremely adept at working with people and manage all aspects of a previously independent museum as it transitions to an operational site of the Lakeshore Museum Center. The right candidate will be working with 80 volunteers (led by a volunteer team leader), the Founding Directors of the Heritage Museum, and the many departments and staff of the Lakeshore Museum Center to operate and “blend” the Heritage Museum into the Lakeshore Museum Center. The right candidate for this position is likely someone who serves/served as a Director of a small Museum with few-to-no staff and had to wear all hats to keep the Museum running.

Responsibilities include:

Administration:

- Work with MHM Volunteer Coordinator and LMC Volunteer Manager for staffing the Heritage Museum
- Work with LMC Facilities Director for facility maintenance issues and needs
- Work with Guest Relations Director to transition Heritage Museum ticketing and sales system to what the Lakeshore Museum uses
- Produce monthly reports for supervisor
- Produce end of year reports for supervisor
- Write articles for LMC’s newsletter
- Evaluate visitation and program numbers
- With assistance from supervisor, develop budget requests, submit purchase orders and monitor line items in budget
- Attend staff meetings, department meetings, and supervisor meetings of LMC
- Keep up on safety training needs for the Heritage Museum

Collaboration:

- Work cooperatively within the programming department and other departments that make up the Lakeshore Museum Center
- Develop relationships with community partners
- Work with the Chamber of Commerce to organize and plan for cruise excursions
- Create opportunities for partnerships with Industries
- Team member of the Acquisitions Committee

Volunteers

- Supervise MHM Volunteer Coordinator who schedules 80 plus volunteers
- Works with volunteers to achieve exhibit and educational needs

Site Curation

- Oversee and help as needed with inventory
- Work with the Collections Department to develop a cleaning schedule for maintaining interiors of buildings and artifacts.
- Assist Executive Director with long term planning and budgeting for building

Programming:

- Oversee or Schedule and coordinate school and big lesson tours in the off-season and when needed within the season.

Marketing:

- Work with Revel to promote all programs by providing details in event worksheets, flier distribution, editing promotional material, and adding information to the website.
- Edit Facebook posts as needed.

Exhibits

- Work with LMC Exhibits and Collections Director and Department staff for new or changing exhibits and merging the "Collection" over time.

Requirements:

1. Must have two-to-five years of experience managing a site or department within a much larger institution with varied responsibilities to the site and institution.
2. Must have working knowledge of Office program software, Google Suite of programs. Additional knowledge of Past Perfect and ARGUS a plus.
3. Must be able to demonstrate budgeting and project management experience.
4. Must have proven and strong communication and interpersonal skills.
5. Must be able to work independently and as part of a team.

To Apply: Please submit cover letter and resume to Cheryl Graves at Cheryl@lakeshoremuseum.org or via mail to Cheryl Graves, Lakeshore Museum Center, 430 W. Clay Ave, Muskegon, MI 49440.