



POSITION DESCRIPTION

MUSEUM MANAGER, CHESTER INN AND JONESBOROUGH/WASHINGTON COUNTY MUSEUM

Overview

Under the supervision of the Heritage Alliance's Executive Director, the Museum Manager is responsible for all aspects of running the Chester Inn State Historic Site & Museum, as well as the Jonesborough/Washington County History Museum. Such responsibilities include visitor relations, volunteer training, collections management, exhibit development, and program administration.

Responsibilities

The Museum Manager is responsible for collections care, including accessions, condition reporting, conservation, storage, and deaccessioning. Additionally, the Museum Manager is responsible for researching, planning, and developing regular, rotating exhibits on pertinent historical topics. Coordinating with the Executive Director and relevant museum personnel, the Museum Manager will participate in concepting, developing, and initiating educational and outreach programs for the museum, including traveling exhibits. The Museum Manager will also provide appropriate training for volunteer docents and supervise scheduling. This position is also responsible for creating educational programs and materials for school groups and the general public. K-12 programs and materials will be appropriate for various grade levels and align with state and local history education standards, as well as museum best practices. The Museum Manager position is public-facing and requires frequent interaction with a diverse range of people. This position also requires coordination with the State of Tennessee Historical Commission on the cooperative management of The Chester Inn State Historic Site and Museum.

Compensation

Compensation begins at \$29,500 annually with select benefits (sick leave, vacation leave, and bereavement leave; no health insurance offered at this time). This is a Flextime position, totaling 40 hours per week. Please note, this job involves weekend working hours and working hours that extend after 5:00 PM. Regarding physical demands, this position requires regular standing, walking, sitting, and talking while performing the necessary duties. The employee must occasionally lift and/or move up to 50 pounds.

Qualifications

An advanced degree or course work in museum studies, history, and/or public history is desirable. Applicants should have work experience in museums and familiarity with standard museum procedures, as well as exhibit development, interpretive principles, and collections care. The ideal candidate will be self-motivated and creative, able to maintain existing programs as well as conceive, develop, and execute new ones. We seek a creative, outgoing candidate who possesses strong writing and people skills. It is essential that the incoming Museum Manager has experience and skill interacting with the public.

How to Apply

Send a résumé, cover letter, and two letters of reference to Dr. Megan Cullen Tewell, Executive Director, at mtewell@heritageall.org. Applications will be accepted until 5:00 pm EST on Friday, April 12, 2024 or until the position has been filled. For more information, call the office of the Heritage Alliance at 423-753-9580 or visit our website at www.heritageall.org.