



POSITION DESCRIPTION

MUSEUM SPECIALIST, THE HERITAGE ALLIANCE

Overview

Under the supervision of the Heritage Alliance's Executive Director, the Museum Specialist is responsible for contributing to the organization's activities, including collections management, exhibit development, public programming, special events, and nonprofit administration tasks.

Responsibilities

The Museum Specialist is responsible for a variety of rotating tasks, depending on the needs of the organization. These include collections care and management, as well as exhibit research and development. Coordinating with the Executive Director and relevant museum personnel, the Museum Specialist will participate in educational initiatives, mostly with K-12 school groups, as well as public programming, community outreach, and special events. The Museum Specialist will also be tasked with administrative tasks typical of a nonprofit, including interfacing with the public (via phone, email, and in-person), coordinating volunteers, data entry, filing, and similar duties.

Compensation

Compensation begins at \$14.00 hourly. This is a Flextime position, totaling 15 hours per week. Please note, this job involves occasional weekend work and/or 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

A degree and/or course work in museum studies, history, and/or public history is desirable. Applicants should have some familiarity with and/or experience in museums, including standard museum procedures, as well as exhibit development, interpretive principles, and collections care. The ideal candidate will be self-motivated, creative, and collaborative. We seek an outgoing candidate who possesses strong writing and people skills, as well as a good attitude.

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.