



CITY OF SENECA  
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www.Seneca.SC.US

## City Of Seneca – Position Description

### **Museum Manager**

#### *Seneca City Museums*

#### **GENERAL PURPOSE**

The Museum Manager will oversee all aspects of daily museum operations of the Seneca City Museums, assisting Seneca City Museums Board of Directors (Board of Directors) and the Executive Director of the department of Arts, History, and Culture (Executive Director) to ensure the organization's mission is being fulfilled at a level of excellence. As a team member, the ideal candidate must be able to work independently and in a collaborative environment. The museum manager must be reliable and maintain a professional appearance and demeanor as this person publicly represents the Seneca City Museums and the Core Values of the Museums. This position reports directly to the Executive Director of Arts, History, and Culture.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supports the development and facilitation of new and innovative community engagement and recreational programming efforts of the Seneca City Museums.

#### **PRIMARY RESPONSIBILITIES:**

- Welcome guests and deliver an exceptional visitor experience.
- Provide oversight of the daily operations of the Seneca City Museums.
- Execute and Manage Museum Events; collaborate with city employees, and external contractors as required.
- Become proficient in Seneca history and Oconee County's African American history.
- Assist in planning and curating museum exhibits on a permanent and/or rotating basis.
- Record and report all financial transactions (including donations) to the department Executive Director.
- Attend professional development workshops and classes (as needed).
- Attend off-site meetings, engagements, and events, as needed, serving as a museums outreach ambassador.
- Assist the Executive Director with other duties as required.

#### **ADMINISTRATION:**

- Organize and manage maintenance of museums, museum artifacts, and archival collection items on exhibit in the Seneca City Museums.
- Safely transport and/or manage transport of collections, artifacts and exhibit props to and from the Carter Archives as needed.
- Produce quarterly newsletter.
- Manage museum email.

- Maintain standard office procedures and equipment.
- Supervise museum assistant(s), interns, and volunteers in the daily operations of Seneca City Museums and museum events.

**QUALIFICATIONS:**

- Bachelor's degree from an accredited 4-year college/university, with a preference for candidates with museum experience and/or public history backgrounds; or an equivalent of education & experience.
- Must be proficient with Zoom, Google Docs, Microsoft Office, Adobe PDF software and documents.
- Ability to work during standard office hours and/or evenings and weekends as needed.
- Must be highly organized and have outstanding communication skills including written, oral and interpersonal.
- Passion for working with people, history, culture, and community engagement.

**PREFERRED (NOT REQUIRED):**

- Experience in museums, museum management, public history, or other museum-related studies.
- Degree in Museum Studies or other history/museum-related studies.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to maintain positive working relationships with a diverse group of people.
- Ability to work under deadlines and both work with a high degree of autonomy and participate effectively on a team.
- Must be able to read and write the American English language and communicate information and ideas so others will understand and exchange accurate information in these situations.
- Excellent time management, organizational, and prioritization skills, with strong attention to detail and follow-through.
- Must be able to walk, stand, squat, climb, reach overhead, and kneel without assistance, occasionally for extended periods of time.
- Ability to lift 30-50 pounds and use ladders and work safely and comfortably at elevated heights and be able to arrange/move museum furnishings, props, artifacts, and documents.
- Must be able to use standard keyboard, desktop PCs, telephones, printer/copiers, scanners, and other standard office equipment.

**SPECIAL REQUIREMENTS**

- Must have valid SC driver's license, and reliable transportation.
- Must consent to and pass required drug test(s) and background check(s).

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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The City of Seneca is an Equal Opportunity Employer.