

# Portage Historical Society Museum at the Portage



## Museum Manager Job Description

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The Museum Manager (“Manager”) is a part-time paid position that reports directly to the Portage Historical Society Board of Directors (“Board”). Manager is responsible for understanding the Museum at the Portage (“Museum”)’s mission and implementing it within the Portage community. Manager is responsible for the day-to-day operations of the Museum, acting as the contact person between the public and the Board, assuring follow through and resolution of operational issues as they arise. In collaboration with the Board, the Manager works to support budgeting, fundraising, publicity, programming and exhibit development, as well as maintaining and researching the collection.

### Responsibilities:

1. Oversee of day-to-day activities at the Museum:
  - a. Respond promptly to email and phone messages
  - b. Interact with vendors and business callers to the Museum
  - c. Work collaboratively with Docents to resolve issues related to the Museum
2. Social Media (in collaboration with Board Chairperson for Publicity):
  - a. Maintain and update the Museum website (utilize Google Business Analytics)
  - b. Maintain Facebook page
  - c. Maintain TripAdvisor content
3. Attend monthly Board Meetings as non-voting member:
  - a. Prepare monthly “Manager’s Report” of activities
  - b. Share concerns/problems with designated Board member(s) for resolution
  - c. Attend committee meetings as needed (e.g., Events Committee)
  - d. Communicate with committee chairs as needed for efficient operations
4. Publicity/Events:
  - a. Plan and promote events and programs with Board and Chairs of Publicity Committee and Events Committee
  - b. Serve as liaison with Portage city government (owners of Museum building) and other vendors
  - c. In collaboration with Chairs of Publicity Committee and Events Committee, contact newspaper and other outlets about events at the museum
  - d. Work together with Chamber of Commerce, Tourism Committee and others as appropriate to pursue publicity opportunities

5. Networking as a representative of the Portage Historical Society and Museum at the Portage:
  - a. Attend Wisconsin Historical Society regional meetings and conferences as appropriate based on meeting content
  - b. Visit other area museums to build relationships and gather ideas
  - c. Registration fees and mileage paid by the Portage Historical Society. No overnight lodging reimbursement
6. Maintain regular hours during the Museum's open season (April through October):
  - a. Works up to 750 hours per year at \$14 per hour
  - b. Record hours worked each month and submit to Treasurer
  - c. Become knowledgeable about the exhibits and resources at the Museum (expand knowledge base about Portage history).
7. Accessioning of Collections:
  - a. Become familiar with Museum policies for accepting donations to the collection
  - b. Learn paperwork needed to accession a donated item
  - c. Become familiar with PastPerfect museum software
8. Docents
  - a. Oversee Docents
  - b. Greeting visitors and providing an overview of the Museum's exhibits
9. Newsletter
  - a. Communicate with newsletter editor on current events at the Museum
  - b. Forward any newspaper articles etc
  - c. Communicate upcoming events
  - d. Forward event dates/topics/speaker info in a timely fashion
  - e. Print labels and mail newsletters
10. Membership
  - a. Maintain Google Sheet of current membership
  - b. Create and mail annual membership renewal notices
  - c. Note sponsorship levels of individuals
  - d. Submit list of members and sponsorship levels to newsletter editor for publication in the final newsletter of the year
11. Fundraising
  - a. Maintain and support annual membership drive
  - b. Conduct annual corporate sponsorship appeal
  - c. Oversee the Brick Walkway project and develop strategies to recruit future donations
  - d. Explore additional fundraising avenues and bring to the Board for discussion
  - e. Develop long-term strategies for fundraising and financial security of the Museum operations
12. Museum Store:
  - a. Oversee the items for sale and restock as needed
  - b. Develop ideas for future publications or items to sell
  - c. Mail out items that have been purchased on the Museum's website.