

Francisco Fort Museum
Employment Opportunity

Job Title: Francisco Fort Museum Director

Job Location: La Veta, Colorado

Salary: March 1st - November 31st. \$2000 per month

Apply By: January 21, 2011

Job Title: Museum Director

Job Summary: The Museum Director is responsible for managing the day to day operations of the Francisco Fort Museum according to the schedule determined by the Museum Board. The Director should have working knowledge of the condition of the 8 buildings and make recommendations to the Board as to what maintenance/repairs is required. The content, location and condition of the collections should be monitored and status reported to the Board. The Director will be the first contact for the public who may want to donate items and will be responsible for submitting those proposed accessions to the FFM Board. The Director will also be responsible for submitting de-accessions to the FFM Board

Supervision:

A. Reports To: Museum Board

B. Supervises: Gift Shop Manager, Docents and Volunteers

Job Qualifications:

A. Education or equivalent years of experience: BA in History, Business Admin or related field

B. Experience/Skills: 3 years administrative/managerial experience, preferably in a museum or community non-profit

Physical Requirements:

To perform the duties of this position the individual needs the ability to lift and move up to 25 pounds. Light cleaning and repairs as able.

Responsibilities:

A. Have working knowledge of condition of museum grounds and contents and make recommendation to the Board as to needs

B. Have working knowledge of condition of collection and make recommendations for care

C. Administer daily operations of the museum and gift shop to include staff, volunteers and hired services (such as cleaning and grounds maintenance)

D. Maintain a secure facility by assuring all buildings are locked unless there is a tour in progress within the building

E. Report landscaping/grounds maintenance needs not be addressed properly

F. Handle daily contact with public to include tours

G. Assure cleaning crew and grounds crew are performing as scheduled

H. Maintain rooms, exhibits, restrooms as needed

I. Oversee all visitor tours, self-guided or by trained docents

J. Manage website and create media advertising

K. Provide informative activities and signage throughout museum

L. Establish partnerships with town organizations and regional museums

M. Adhere to operation policies and procedures set by Museum and town boards

N. Provide annual budget, direct gift shop revenue collection and expenditures

O. Train docents and gift shop managers in their job duties

P. Collaborate on annual and long term planning with the Museum and Town boards

Q. Provide monthly reports to the museum board

R. Document operations, maintenance, visitors and sales and outreach activities

S. Attend appropriate training and obtain further education as needed by the Director

T. Perform other duties as required by the FFM Board.

Newspaper Classified

Museum Director. Francisco Fort Museum in La Veta, CO is seeking an experienced person to manage daily operations under the direction of the Museum Board. Seasonal position runs March 1-Nov. 30. Salary \$2000/mo. BA in History, Business Administration or related field, 3 years admin/managerial experience, preferably in a museum or community non-profit. Requires ability to lift and move up to 25lbs. Light to moderate cleaning and repairs. Submit letter of interest, resume, and list of 3 professional references by 4 p.m. Jan. 21, 2011 to: Francisco Fort Museum Director. P.O. Box 263, La Veta, CO 81055. For info contact Peggy Arnold-Hoobler at pegjimah@msn.com or call (719) 742-5496. Equal Opportunity/Affirmative Action Employer.