

**Museum Director – L C Bates Museum
Good Will-Hinckley
Hinckley, ME**

Good Will-Hinckley is seeking the right person for our Museum Director Position. This position oversees the general operations of the L. C. Bates Museum and the museum services including the museum building, collections, Hinckley Archives, outreach programs and nature trails.

Requirements of the Museum Director:

- Bachelor's Degree required, College level work in museum studies or related field desirable, master's degree preferred.
- 2 – 5 years of knowledge and experience in general museum operation.
- Organizational skills and ability to work with students and the public.
- Satisfactory reference and background checks.
- Must have a valid Maine driver's license and be fully insured.

Benefits of the Job:

- Annual salary range \$45,000 - \$50,000
- Generous PTO and paid holiday schedule
- Medical, Dental, LTD and Life
- Maine State Retirement and 401k

Responsibilities of the Museum Director:

- Oversee all aspects of museum operations including museum educators, volunteers, special event programming, acquisitions, historian, and volunteer coordination.
- Provide supervision and performance evaluations for museum educators.
- Work with the GWH Board sanctioned Museum Committee to develop long term plans and goals for the museum.
- Oversee cultural collections and archives for the Good Will-Hinckley community.
- Work with VP Director of Development in monthly meetings on museum marketing, fundraising, and potential grant opportunities.
- Assist in the development and management of the trail system.
- Keep track and maintain museum artifacts and records.
- Create and distribute monthly LC Bates newsletters.
- Plan, schedule, and conducts tours to school, library and outreach programs.
- Plan, schedule and advertise the Summer Camp Programming.
- Manage the museum store to include ordering inventory and daily cash reconciliation with the finance department.
- Create and implement Museum Orientation for all new hires and Volunteers.
- Assist Chief Financial Officer in all financial information for the museum and handle funds in accordance with Good Will-Hinckley with grant management, procedures, and protocols.
- Meet monthly with Chief Financial Officer.

- Train museum educators to provide services for school presentations, Museum tours, Summer Camp Programs, and work in the store.
- Create and schedule monthly presentations to GSLC students.
- Bi-weekly check-ins with Chief Operating Officer.
- Ensures that all museum rules are followed.

We are an equal opportunity employer.