



Internal/External JOB ANNOUNCEMENT

Announcement Date: February 17, 2025

Closing Date: Open Until Filled

Announcement Type: Internal

Announcement Number: 25-02

Job Title: Director

Department: Museum

FLSA Classification: Salary, Non-Exempt

Application Process

Applications may be obtained from the City of Guntersville Human Resources (Personnel) Office located at 341 Gunter Avenue, Guntersville, AL or by visiting our website at www.guntersvilleal.org. Completed applications for qualified applicants should be returned to the City of Guntersville Human Resources (Personnel) Department or mail be emailed to humanresources@guntersvilleal.gov. Applications will be accepted **until position is filled**.

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Job Description

Job Title: Director

Department: Museum and Cultural Center

Hours: Varies

FLSA Classification: Salary, Exempt

Nature of Work

This is a managerial and administrative position associated with directing, planning, developing, organizing, overseeing, and implementing activities for the Guntersville Museum and Cultural Center, working closely with the Guntersville Museum Board of Directors ensuring goals and missions are accomplished. Work also involves planning and hosting a variety of activities sponsored by the Museum and Cultural Center such as fund raisers and receptions. Work is performed and reviewed under the advisement of the Guntersville Museum Board and under the general supervision of the Mayor.

Essential Functions

- Administer and oversee the administrative affairs of the Museum such as, but not limited to preparation of annual budget, maintain inventory files, monitors expenditures, reviews invoices, and reviews proposals and rental contracts of third-party vendors.
- Oversees the collection, restoration, display, and interpretation of historically significant items; documents and maintains database and files for accessions, deaccessions, and loans according to established registration system; implements disaster preparedness to address inventory/artifacts, safety/security, and facilities management.
- Conduct research to collect, record, analyze, and evaluate facts pertaining to collections and traveling exhibits; research trends and identify exhibits that would be appropriate for Museum.
- Maintain records for attainment, location and condition of items and oversees the movement, packing, and shipping of items sent to the Museum for special exhibits; make arrangements for insurance of items on loan for special events
- Promote the Museum by strategic marketing and publicity through a variety of avenues such as website, social media, mailings, etc.
- Plans, oversees, and hosts Museum sponsored fund raising and membership drives; prepares applications for grants and solicits financial support for the Museum.
- Plans, develops, and accesses educational programs of the Museum; develops various educational materials, programs, classes, and activities.
- Directs and oversees exhibit design and implementation by making recommendations on the appearance of exhibit.
- Provides information about Museum with visitors and participants; conducts tours, and tracks attendance and participation of various programs.
- Attend all of the Guntersville Museum Board meetings; prepare materials and presentations for monthly Museum Board meetings; presents needs and improvements for Board approval.

- Responsible for developing, maintaining, and implementing strategic plans along with the Guntersville Museum Board of Directors to advance the museum's mission, policies, and objectives to support growth and development.
- Ensures compliance with professional and legal standards, laws, and regulations for museum operations.
- Conducts training, assign duties, supervise, and maintain the schedule of volunteer and part-time staff.
- Responsible for overseeing and coordinating the upkeep, maintenance, and improvement of grounds and facilities; maintains a safe and engaging environment for visitors and staff.
- These are not to be construed as exclusive or all-inclusive duties. Other duties and responsibilities may be added, deleted, or changed at any given time at the discretion of the Mayor. It may be done formally or informally, either verbally or in writing.

Knowledge, Skills, & Abilities

- Strong knowledge of museum collection management practices, procedures, methods, and techniques.
- Strong knowledge of cataloging procedures using museum cataloging nomenclature.
- Knowledge of the principles, practices, and methods of caring for collection pieces (e.g. proper conditions for installation, storage, packaging, handling, etc.) as well as equipment used (e.g. chemicals, tools, etc.) in conservation, preservation, and restoration.
- Knowledge of museum exhibit planning, design, and construction techniques.
- Knowledge of Guntersville history and art collections.
- Must have very strong oral and written communication skills with ability to do presentations and public speaking.
- Strong computer skills with proficiency in Microsoft Office applications including Outlook, Google, Word, Excel, Publisher, etc. and working knowledge of virtual video communications such as Skype, Zoom, etc.
- Positive public relations and customer service skills.
- Excellent organization and time management skills.
- Ability to lead others, supervise, motivate, and evaluate staff.
- Ability to work as part of a team and with diverse groups of individuals.
- Ability to understand legal and ethical issues related to museum practices including the acquisition and repatriation of artifacts, copyright, and confidentiality.
- Ability to establish and maintain effective and respectful working relationships with Museum Board members, elected officials, supervisors, co-workers, subordinate employees, vendors, customers, public, and those contacted in the course of work.
- Ability to maintain a professional, neat, and pleasant appearance and demeanor at all times.
- Ability to attend off-site training and professional meetings when necessary.
- Ability to work flexible or non-standard hours including nights, weekends, and holidays when necessary.
- Ability to perform essential functions.

Minimum Qualifications

- Minimum High School diploma with 3-5 years' experience in Art History, Museum Studies, Cultural Management or closely related field, or a combination of education, training, or experience equivalent to these requirements.

Desirable Qualifications

- A Bachelor's degree in Arts or related field.
- Previous experience working with boards, directors, donors, and community organizations.
- Attainment of professional development courses and/or certification programs offered by associations such as the American Alliance of Museums.

Physical Requirements

- Work requires long periods of sitting, frequent walking and standing; occasional bending, reaching, lifting, and carrying items or objects weighing up to 25 lbs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of an incumbent. An incumbent may be asked to perform other duties required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.

Updated: 2/14/2025

Approved: Mayor Dollar