

## The Portage Historical Society Museum at the Portage Manager Job Description & Responsibilities

The Museum Manager (Director) is a paid position that reports directly to the Museum Board of Directors. The Manager is responsible for understanding the museum's mission and has a key role to play in implementing that mission and vision within the Portage community. The Manager is responsible for the day to day oversight of the Museum, acting as the contact person between the public and the Board of Directors, assuring follow-through and resolution of operational issues as they arise. In collaboration with the Board, the Manager works to support budgeting, fundraising, publicity, programing and exhibition development as well as maintaining and researching the collection.

### Responsibilities:

1. Oversight 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
2. Social Media Oversight (in collaboration with Board Chairperson for Publicity)
  - a. Maintain and update the website
    - i. Utilize Google Business Analytics
  - b. Maintain Facebook page
  - c. Maintain Trip Advisor content
3. Attend monthly Board Meetings as non-voting member
  - a. Prepare monthly report of activities (Manager's Report)
  - b. Share concerns/problems with designated Board member(s) for resolution
  - c. Attend committee meetings as needed
    - i. Communicate with committee chairs as needed for efficient operations
4. Publicity/Events
  - a. Plan and promote events and programs with Board Members and Chair of Publicity Committee
  - b. Serve as liaison with Portage city government (owners of Museum building) and other vendors
  - c. In collaboration with Chairperson of Publicity 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 representative of Portage Historical Society
  - 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 Portage Historical Society. No overnight lodging reimbursement
6. Maintain regular hours during the Museums' open season
  - a. Prepare monthly report for oversite committee or designated Board member(s)

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- b. Record hours worked
- c. Become knowledgeable about the exhibits and resources at the Museum
  - i. Expand knowledge base about Portage history
- 7. Accessioning the Collections
  - a. Become familiar with Museum policies for accepting donations to the collection
    - i. Learn paperwork needed to accession an donation item
    - ii. Become familiar with PastPerfect museum software
- 8. Assist Docents as needed in greeting visitors, providing an overview of the Museum's exhibits
- 9. Newsletter
  - a. Communicate with newsletter author about current events at the Museum
    - i. Forward any newspaper articles etc
  - b. Communicate upcoming events
    - i. Forward event dates/topics/speaker info in a timely fashion
  - c. Print labels and mail quarterly newsletters
- 10. Membership
  - a. Maintain spreadsheet of current year's members
  - b. Create and mail annual membership renewal notices
  - c. Note Sponsorship levels of individuals
  - d. Submit list of members and sponsorship levels to author of Newsletter 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 implementation of 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. Giftshop
  - a. Oversee the items for sale and restock as needed
  - b. Develop ideas for future publications or items to sell
- 13.