

Job Posting
Executive Director / Curator
North Berrien Historical Museum
Operated by the North Berrien Historical Society

Job Title: Executive Director/Curator (Full time - 40 hours/week)
Reports to: North Berrien Historical Society Board of Directors
Location: 300 Coloma Ave, Coloma, MI

Position Summary:

The North Berrien Historical Museum, located in Coloma, Michigan, preserves and promotes the history of northern Berrien County. Located in southwestern Michigan, 100 miles east of Chicago, the museum serves nearly 20,000 residents in the Coloma-Watervliet area.

This position covers all administrative and curatorial responsibilities related to the North Berrien Historical Museum operations and collection. Work is performed primarily within the North Berrien Historical Museum and the North Berrien community. Limited travel is required.

The following list is descriptive and is not intended to describe every function that may be performed by this job.

Responsibilities:

- Provide leadership in establishing the goals and objectives for the organization, its promotion, growth and fundraising.
- Collaboration with the Board of Directors to advance the mission of the North Berrien Historical Society.
- Work closely with the Director of Programs and Outreach to provide the visiting public with informative, accurate and engaging information about the history and legacy of northern Berrien County.
- Oversee the management of museum collections including planning, registration, organization, storage, conservation, and preservation following Board approved collections management procedures.
- Responsible for exhibition production including planning, research, design, writing, and construction.
- Maintenance and expansion of sustainable funding streams including municipal millages, memberships, corporate sponsorships, grants, planned giving, individual giving, and general fundraising.
- Oversee day to day operations of the organization, including strategic planning, collections management, program and financial management, and management of staff.
- Be a liaison between the staff, Board of Directors, Friends of North Berrien History, and volunteers to ensure long term involvement.
- Development of professional relationships within the community including being the face of the museum.
- Work with the Board to create and fulfill the long-range strategic plan. Facilitate Board operations and committees.
- Oversee advertising, promotions, public relations, and assist with social media campaigns.
- Develop and monitor yearly budget. Oversee accounts billing and monitor financial and investment accounts.

Qualifications:

- A Bachelor's degree or higher in nonprofit/business administration, history, museum studies, or a related field with three to five years of experience.
- Record of leadership experience with evidence of continuous professional advancement.
- Strong written and communication skills with experience in grant writing.
- Proficient in Microsoft Office, PastPerfect and social media platforms.
- Availability and willingness to work a flexible schedule, including weekends during special events and evenings as needed.

Salary:

\$40,000 - \$50,000 based on experience

Submit cover letter and CV via email to nbhsmuseum@oulook.com