

Custer County Historical Society / 1881 Courthouse Museum
411 Mount Rushmore Rd.
Custer, SD 57730

Job Description
Museum Director

1881 Courthouse Museum Overview:

The 1881 Courthouse Museum, located on Mt. Rushmore Rd., in Custer SD was constructed in 1881 and served as the courthouse for Custer County until a new building was erected in 1973. The Museum is owned by Custer County. The purpose of the 1881 Courthouse Museum is to collect, preserve, exhibit, research and publish material for the study of history in Custer County and the adjacent Black Hills area; to arrange for the preservation of documents, letters, reports, newspapers, books, pictures and relics; to obtain narratives of pioneers; to promote museums within the region; and, to promote and educate those interested in the study of history in the county, state and schools. The museum is open to the public from May through September. The Museum operates utilizing funding from admissions, bookstore sales, donations, bequests, City and County appropriations and Museum sponsored fund raising events.

The Museum Director has the overall responsibility to carry out the organization's mission and policies established by the Board, including the educational, collections and operations management of the organization. The Board of Directors of the Custer County Historical Society (CCHS) hires the Museum Director who will assure quality operation of the 1881 Museum in conjunction with the BOD.

Museums are made up of lots of moving parts and it is the Director's job to not only keep the big picture in mind but make sure everything is running smoothly and moving forward!

Responsibilities:

Board Of Directors (BOD) Related:

- Establish a clear vision for the Museum
- Assist the BOD in long-range strategic planning and implementation of those plans
- Actively pursue funding options = Grants (Federal, State, Local and Private Organizations), donations, bequests and other resources to benefit the Museum
- Provide support to the BOD
- Support the BOD fundraising efforts and special events
- Assist the BOD with annual budget development and maintenance
- Prepare a monthly written report for the BOD which will include committee accomplishments, operations of significance, identification of special needs and problems, museum attendance and results
- Maintain and improve standards of excellence for all collections, exhibitions, and education efforts of the museum. Past Perfect program knowledge recommended.

- Participate in Board meetings by working with the Executive Committee in preparing staff reports for the meeting and attend meetings of the Board.
- Maintain a professional appearance and demeanor as you are the face of the Museum

Administration and Operations:

- Will be responsible for the effective and efficient management of all collections, accession and inventory.
- Supervision of volunteer staff working on collections, displays, greeting and data input. Maintain daily scheduling and updated contact information thru a digitalized scheduling process.
- Evaluate and work to assure Museum exhibits are updated and reflect our mission and relevance to Custer County & the Black Hills history
- Responsible for handling all requests for research and resource information
- Oversee exhibitions to support the mission of the Museum to attract audiences, donors and sponsors
- Develop and sustain relationships with members and donors
- Maintain donor records and stewardship of all donations made to the Museum through Past Perfect system.
- Manage the visitor experience before and during their visit
- Work with chairpersons of established committees and assure committees function properly and attend all committee meetings
- Maintain an organized and inviting workspace
- Read and act on all correspondence, operating reports, verbal requests and donations.
- Coordinate custodial care, building maintenance and improvements with the Maintenance Committee and approval of the BOD
- Perform all internal office duties as needed = getting mail, phones, supplies, etc.
- Coordinate with public relation committee to establish and implement a marketing/communications plan that supports the Museum including website content, social media accounts, media relations and printed materials
- Maintain Museum calendar and coordinate all programming and events with the BOD
- Oversee education programming; develop and implement a program to engage youth.

Custer County Historical Society (CCHS) is an equal opportunity employer that complies with EEOC rules and regulations. CCHS is committed to diversity, equity and inclusion and doesn't discriminate based on race, age, disability or other non-merit characteristics.

Employment is contingent upon completion of a Background Check.

Salary: \$31,000 annually. Mid-May through end of September 40 hours per week. October through mid-May 15 hours per week. No Benefits are offered with this position.

Revised 4/2024

Custer County Historical Society 1881 Courthouse Museum

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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Employment is contingent upon completion of a Background Check.

Signature: _____

Date: _____

Custer County Historical Society is accepting applications for the position of Museum Director to help shape the museum's future & increase the museum's value to the community. The purpose of the 1881 Courthouse Museum is to collect, preserve, exhibit, research and publish material for the study of history in Custer County and the adjacent Black Hills area. Working closely with the Board of Directors, the Museum Director oversees all aspects of the 1881 Museum's day to day operation. The Museum is open to the public from May through September. Year-round position (reduced hours during the off months). For the full job description please email 1881courthousemuseum@gwtc.net. EOE
605.673.2443