



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: MUSEUM DIRECTOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Full-time Exempt

POSITION FOCUS:

The Museum Director is responsible for the operation of the Arlington Heights Historical Museum, including the supervision of employees, administration of the daily operations, curatorial care, and strategic development at the Museum within the intergovernmental partnership. The Director must be able to exercise discretion and independent judgment with respect to the operations of the Historical Museum in addition to being committed to maintaining a positive and collaborative environment.

SUPERVISORY RELATIONSHIPS

- Accountable to the Superintendent of Recreation Programs
- Directly supervises the part-time Museum Education & Program Coordinator, part-time Curator, and part-time and seasonal employees at the museum
- Works in partnership with the Arlington Heights Historical Society on volunteer opportunities, collections management, and fundraising
- Works in partnership with the Village of Arlington Heights on capital maintenance projects

ESSENTIAL JOB DUTIES

- Organizes, directs, supervises and executes programs, events, collections and exhibits in cooperation with museum staff, volunteers, and partners to further the mission and vision of Arlington Heights Historical Museum.
- Hires, trains, supervises evaluates, and disciplines or discharges part-time and seasonal direct reports
- Ensures effective engagement of all Museum partners and communicates regularly with Historical Society and Village with updates
- Works collaboratively with Museum partners to ensure the Historical Museum's strategic plan is being reviewed and acted on
- Promotes the mission and vision of the Museum to community stakeholders at large.
- Works cooperatively with the Museum staff to determine new programming, outreach, development and strategic growth opportunities at the Museum.
- Oversees the coordination and implementation of a comprehensive program of collections management that follows ethical museum guidelines according to professional standards.
- Cooperates with the Historical Society staff in the training and direction of volunteers as needed
- Identifies funding needs and opportunities and researches and applies for applicable grants
- Prepares the annual reports for the Village, Historical Society and Park District
- Coordinates maintenance of the Museum facilities and grounds with the Village Public Works Department
- Serves as Historic Preservation liaison and works with the Village to budget for the facility/grounds projects in current and future budget years
- Acts as the District Liaison to the Historical Society, attending meetings as required
- Maintains internal cash controls and appropriate accounting procedures
- Evaluates the effectiveness of existing programs and submits annual recommendations for fee and program changes
- Prepares annual budget projections and monitors revenue and expenses for applicable program areas
- Prepares bi-weekly payroll and submits it to the Finance Department on a timely basis
- Requisitions purchases and distributes equipment and supplies
- Oversees Program Coordinator in providing seasonal program guide information and publicity materials.
- Prepares a cohesive annual marketing plan for the Museum.
- Works with the Museum partners to spearhead major sponsors for the Museum.
- Establishes good working relationships with patrons, the community and the general public
- Prepares and/or directs the preparation of board summaries, monthly reports, and periodic and special reports
- Manages the scheduling of the Museum room rentals and the Gallery calendar for the museum

- Conducts staff meetings with direct reports
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential
- Submits applications for grants and explores opportunities for outside funding sources

SECONDARY JOB DUTIES

- Coordinates preservation and restoration projects in the Museum's historic building with the Historical Society and Village.
- Assists the Historical Society with running programs and events.
- Prepares deposits into registration software from soda sales, room rentals, reimbursements from the Historical Society and other sources.
- Works with other community agencies involved with historical preservation
- Maintains required departmental records and records of programs and class participation statistics
- Prepares bid documents and purchase orders to be approved by the Superintendent of Recreation Programs
- Prepares and updates required staff and/or program manual, as needed
- Acts as a liaison with community groups and coordinates presentations as requested
- Attends meetings and participates in IPRA, IAPD, various Museum/Historical organizations, and local community agencies, associations and organizations
- Attends professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education
- Serves as tour guide, gallery staff or program instructor as needed.

REQUIRED KNOWLEDGE

- Thorough knowledge of the principles and practices of museum administration
- Strong knowledge of historical preservation and conservation
- Good knowledge of program development
- Strong knowledge of the principles, practices and objectives of park and recreation administration
- Good knowledge of the principles of financial management
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups and agencies and to the general public
- Ability to hire, supervise, train and evaluate the work of professional, skilled, clerical and semi-skilled employees and volunteers
- Ability to maintain positive and effective working relationships with other supervisors, subordinate employees and volunteers
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government
- Ability to work independently in day-to-day operations with general direction of the Superintendent of Recreation Programs
- Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from other departments and interruptions with accuracy
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Capacity to be self-motivated and achieve goals with minimal supervision or direction
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing and to read and understand printed materials

- Capacity to utilize computer skills, including demonstrated proficiencies in word processing and basic spreadsheet and database applications
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality
- Ability to pass the Park District's Defensive Driving training, in order to drive to various Park District locations

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Museum Studies, Park Administration/ Recreation, Public Administration or closely related field from an accredited college or university; Master's Degree Preferred
- Minimum of two or more years of demonstrated success as a museum manager or administrator
- Or, any equivalent combination of education, experience and training
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six months of employment

HOURS

- Monday through Friday, 40 hours a week, a combination of daytime, evening and weekend hours required on a weekly basis, with work hours designated by the Director of Recreation and Facilities
- Employee shall be on call as required
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing and sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as when working on computer keyboard, calculator, etc.
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in collections items, paper boxes, storage boxes and other supplies
- General work area an indoor, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional work in historic buildings and outside for outdoor events and activities held on the Museum grounds
- Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Exposure to various chemicals (i.e., cleaning materials) as used in collection preservation and maintenance
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to various chemicals (i.e., cleaning materials and disinfectants) as used in routine recreational maintenance
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - Microshield and/or Sealeasy
 - Automated External Defibrillator (AED)
 - Non-Latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 9/10/85

Revision Approved – 4/26/88, 3/24/98, 5/7/04, 8/27/10, 9/2/14, 6/1/17, 1/25/21

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Executive Director