

General Lew Wallace Study & Museum
Job Description

ASSOCIATE DIRECTOR

Reports to: Director of the General Lew Wallace Study & Museum
Status: Non-exempt
Funding: City of Crawfordsville
Approval Date: 2/9/2023 **Review:** annually

POSITION SUMMARY:

The Associate Director develops and implements educational programming for all-ages; is responsible for management of the museum’s collections and curatorial duties; assists in daily operations, including visitor services, tours, and gift shop management, as necessary; responds to visitor inquiries; writes grant proposals and applications, press releases, reports and promotional pieces as necessary; assists the Director to comply with established museum best practices and standards; and other duties and responsibilities as needed. This is a Wednesday through Saturday position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Education

- Assists with scheduling, coordinating, and leading in-house group and school tours.
- Develops educational workshops and programming for youth, adults, and families.
- Serves as spokesperson, representing the Museum to educators (e.g., conducting focus groups, marketing education programming, etc.).

Curatorial

- Oversees the acquisition, preservation, conservation, and interpretation of all archives and object’s in the Museum’s permanent collection and the Museum’s historic buildings.
- Directs and oversees the acquisition of archives and objects in alignment with the Museum’s mission. (See Below)
- Advises on the management and preservation of the Museum’s historic buildings.
- Initiates and administers programs that benefit the collection, i.e. conservation treatments, collections management, and exhibit programming that utilizes the collection.

Outreach

- Assists with museum tours, as needed.
- Presents lectures/programs to service organization, schools, and other interested parties off-site as needed.
- Responds to information and research requests.
- Contributes to the Society’s quarterly newsletter.

Administration

- Contributes to bi-monthly Museum Report to Board of Trustees

- Assists in inventorying and record-keeping for gift shop and other museum operations.
- Represents the Museum at community-based meetings, as needed.
- Assists the Director with regular and special projects.

REQUIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree (Master's preferred) in Museum Studies, Public History, Education, History, Anthropology or a related field.
- Comparable years of direct experience considered.
- Good written and oral communication skills a must.
- Ability to establish and maintain effective working relationships and to work well with others in a team environment.
- Knowledge of Indiana and/or Lew Wallace history is a plus.
- Capability in Microsoft Office, Excel and Past Perfect computer programs are a plus.

WORK ENVIRONMENT:

- Sitting at a desk, walking, standing, climbing stairs, hearing (telephone, meetings, etc.), lifting/carrying (up to 35 lbs).
- Shared office environment.

SALARY:

- \$37,000 annually.
- This is a full time position, 40 hours/week on average. Saturdays are required.
- Benefits include health insurance, retirement (PERF), vacation time, sick days, holidays.
- Paid opportunities for professional development such as attendance at annual meetings and workshops of related professional associations.

If you wish to apply for this position, please send a cover letter and resume to:
General Lew Wallace Study & Museum, PO Box 662, Crawfordsville, IN 47933 or
email to: Study@ben-hur.com.

Museum's Mission

The General Lew Wallace Study & Museum is deeply committed to the protection and preservation of Lew Wallace's legacy now and for generations to come.