

MUSEUM MANAGER/COLLECTIONS COORDINATOR

SEAL COVE AUTO MUSEUM & MOUNT DESERT ISLAND HISTORICAL SOCIETY

The Seal Cove Auto Museum and Mount Desert Island Historical Society are offering a shared position of Museum Manager, Collections Coordinator. This position would report to the Executive Directors of both organizations. This is a part time position at each organization, combining to equal 40 hours a week total, with the position serving three days a week at Seal Cove, and two days a week at MDIHS. The position is designed to be flexible and hours may shift from one organization to the other related to specific needs. The position requires occasional evening, holiday, and weekend work. Qualified applicants can submit a cover letter and resume to Raney Bench at raney@sealcoveautomuseum.org and Tim Garrity at tim.garrity@mdihistory.org.

Responsibilities at Seal Cove:

MUSEUM MANAGER

- Organization, planning, communication, and oversight of major events including cooperative events co-hosted by the two organizations
- Leadership of the Events Committee in partnership with the Board Chair to coordinate volunteer help in support of events
- Advertising, social media, and ticket sale oversight for events
- Preparing and managing event and museum store budgets and reports
- Purchasing and inventory of store merchandise
- Scheduling and staffing the front line while the Museum is open to the public
- Welcoming visitors, processing admissions and store sales, giving an orientation
- Cleaning and preparing the Museum for visitors
- Opening and closing procedures including closing the register and preparing deposits and reports
- Other duties as assigned

Responsibilities at Mount Desert Island Historical Society:

COLLECTIONS COORDINATOR

- Catalog, archive, and preserve the collection
- Provide leadership and support to collections volunteers
- With the committee chair, co-lead the Collections Committee and carry out collections policy
- Manage and document intake of collection materials
- Grant writing

Qualifications:

The Museum Manager/Collections Coordinator will be flexible, focused on positive team work, and creative problem solving. Qualified candidates will enjoy working with people, be highly organized, and have strong written and verbal communication skills. Specific qualifications include:

- Competency in all Word and Outlook programs including Excel
- Experience in PastPerfect is a plus
- Experience developing and managing budgets and creating reports
- Comfort with all social media platforms
- Experience working with the public in retail or educational settings