

**JOB DESCRIPTION**  
**EXEMPT**

**JOB TITLE:** Director, Anacortes Museum: Carnegie Gallery and W.T. Preston  
Sternwheel Snagboat

**DEPARTMENT:** Museum

**REPORTS TO:** Mayor

**PRINCIPAL PURPOSE OF JOB:** Provides overall direction for the Anacortes Museum consisting of the Carnegie Building and the W.T. Preston; to include budget preparation, staffing, and supervision of Museum staff & volunteers; program and exhibit development; administration of the care and preservation of the museum collections; public relations; and fundraising.

**LEVEL OF AUTHORITY:** Accountable for the operation of all aspects of the museums, with appreciable latitude for independent action and decision making. Expected to demonstrate professional judgment, to comply with policies, and achieve results consistent with objectives within budget.

**WORK ENVIRONMENT:** Work is performed primarily in indoor office environment at museums, City Council, and community settings. Extensive use of car required. Outdoor work required at W.T. Preston and for educational programs and events.

**ESSENTIAL JOB FUNCTIONS:**

1. Develop plans and budgets for consideration by the Mayor and City Council; implement approved plans and programs within budget and policy guidelines.
2. Supervise paid staff, and voluntary support staff. Responsibilities include hiring, orientation, training, assigning work, evaluating, coaching, and disciplining as needed.
3. Oversee preservation, restoration and use of the Museum Building and the W.T. Preston. Includes responsibility for buildings security, visitor safety and maintenance of facilities and equipment.
4. Oversee use of Museum collections including acquisition, cataloging, displaying, and preserving documents, photographs, and other objects relating to the histories of Anacortes, Fidalgo Island, and Guemes Island.
5. Research sources of grant moneys; prepare grant applications and take other actions to obtain grants; and fulfill obligations associated with grant moneys obtained.
6. Establish and maintain museum records, forms, procedures, and apparatus, in accordance with accepted Museum and City policies and procedures. Develop and create exhibits and other public programs.
7. Develop and implement museum outreach and educational programs.
8. Responsible for development of museum research library for use by public.
9. Develop and implement Museum public relations plans and marketing strategies.
10. Maintain close liaison with the Anacortes Museum advisory Board and the Anacortes Museum Foundation. Develop meeting agendas in conjunction with board presidents, provide reports and information as required or requested.

**QUALIFICATIONS:**

**Technical**

1. Requires a bachelor's degree from an accredited college or university in museum studies or a discipline related to the museum's mission and collections.
2. Must have ability in museum organization, program development and administration, staff supervision, public speaking, and working effectively with public, private, and community groups and advisory boards, as evidenced by a minimum of five years' experience in museum work, including collections management, exhibit development, and managerial and supervisory responsibilities.
3. Must be bondable.
4. Must possess a valid driver's license , or provide other evidence of ability to meet transportation requirements of the job
5. Demonstrated organizational and administrative ability. Ability to initiate programs, train and motivate people. Ability to coordinate activities and communicate effectively both orally and in writing. Ability to deal effectively with public, private and community organizations.
6. Knowledge of local and regional history and museum practices.
7. Proficient with the use of a computer including Microsoft programs.

**Physical Capabilities**

1. Must be able to lift and carry objects and materials up to 50 lbs.
2. Must have stamina to maintain long work days as required.

**OTHER:**

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other City personnel at all levels.
2. Ability to write a variety of documents, including correspondence, proposals, grants, and other persuasive and informative materials.
3. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
4. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
5. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

*Are you able to perform the essential functions of this job with or without accommodation?*

Yes \_\_\_\_\_ No \_\_\_\_\_

*If testing is required, will accommodation be necessary?*

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

