

Position Title: Museum Manager

Location: Old Jefferson Town, Oskaloosa, Kansas

Status: Part-time, Independent Contractor (budgeted for 6 hours per week, year-round)

Reports to: Jefferson County Historical Society Executive Board

Position Summary

The Museum Manager provides limited, high-impact support to the daily operations and long-term sustainability of the Jefferson County Historical Society (JCHS) and Old Jefferson Town. This part-time independent contractor role focuses on coordination, planning, documentation, and communication, working collaboratively with the JCHS Executive Board and volunteers to advance priority projects and community engagement within a 6 hour per week schedule.

Qualifications

- Knowledge of museum collections care, exhibition development, and historical preservation practices
- Strong organizational skills and attention to detail
- Effective written and verbal communication skills
- Ability to manage priorities, work independently, and make steady progress on long-term initiatives
- Ability to learn, use and remain current with museum-related software and digital tools

Key Responsibilities

Volunteer Coordination (as needed)

- Serve as a primary point of contact for museum volunteers
- Assist with on-boarding and communication to support volunteer-led activities

Project & Event Support

- Help identify priority museum projects and events in coordination with the Executive Board
- Support volunteer-led projects by providing guidance, resources, and documentation

Education & Community Outreach

- Support outreach efforts through coordination with schools and community organizations
- Assist with scheduling group tours and educational visits as requested

Digital Documentation & Collections

- Document current collections practices
- Develop and maintain a realistic, phased plan for use of the PastPerfect collections management system

Accountability & Communication

- Provide regular updates to the Executive Board on progress and needs
- Report maintenance or repair issues as they arise
- Submit a monthly invoice with a summary of hours worked
- Participate in check-ins at 30 and 90 days to review progress and priorities, with additional check-ins as needed

Additional Responsibilities

- Perform other related duties as mutually agreed upon that support museum operations and align with the contractor's role, availability and budgeted hours

Work Environment

- Flexible schedule, occasional evening or weekend hours for events or meetings
- Minimal local travel may be required
- Combination of administrative tasks and physical activity

Review

- Contract work will be reviewed in 30 days and 90 days.