



Portage Historical Society
804 Mac Farlane Rd.
Po Box 727
Portage, WI 53901

Job Description: Museum Manager

\$14/hr; 750 hours/year (Weekly hours vary, depending on season, events, etc); No benefits.

Duties:

- Website management; Maintain Facebook presence, develop Trip Advisor content, respond promptly to email and phone messages.
- Attend monthly board meetings, give monthly report on activities, share concerns/problems.
- Attend occasional committee meetings.
- Plan events and programs with board members.
- Serve as liaison with city government (which owns the building) and other vendors.
- Attend Wisconsin Historical Society regional meetings and conferences, and visit other area museums to network, gather ideas. Registration fees and mileage paid by Portage Historical Society. No overnight lodging reimbursement.
- Maintain regular hours during Museum's open season, prepare monthly report for oversight committee, record hours worked.

Requirements:

- Ability to work with others
- Self-starter
- Familiar with Facebook, Internet, understands the importance of social media as marketing tool
- Valid driver's license, own transportation, car insurance

Complete the job application, provide a written statement of 100-150 words describing your skills and how they are advantageous for the Museum Manager position. **MAIL APPLICATION AND WRITTEN STATEMENT by February 15, 2017** to Portage Historical Society, PO Box 727, Portage, WI 53901.