

Museum Assistant/Site Manager
Old New-Gate Prison & Copper Mine
State Historic Preservation Office, Department of Economic and Community Development, State of
Connecticut

The State Historic Preservation Office is seeking to fill the position of Museum Assistant at Old New-Gate Prison & Copper Mine.

The duties and responsibilities of the museum assistant consist of:

Curatorial: Catalogs and maintains artifacts, reproductions, art objects and all items in the museum collections, maintains intellectual and physical control over collections. Plans, prepares and constructs exhibits and displays of historical collections; performs necessary research on collections objects.

Public Relations: Conducts tours of the property and mines and provides information to the public, educational programs for school groups and the general public; enhances the interpretive experience of guests through archival research, program development, and exhibit updates; serves as an ambassador for the State to the public sharing general information about state history, historic preservation and promoting State tourism. Works collaboratively with community and nonprofit organizations who provide support services to the museum.

Management: Makes staffing recommendations and manages staff and volunteer schedules. Provides training to, and scheduling assignments for, volunteers, interns, and fellow staff members for various duties including tours, special programs, and other presentations; and performs other duties as assigned.

Security/Grounds: Provides security for museum properties and collections and ensures visitor safety, performs routine inspections on museum equipment and performs light custodial duties; maintains property, grounds and exhibit areas either through direct performance or by providing oversight for volunteers or seasonal personnel; monitors property condition and liaises with SHPO staff; and completes minor repairs or assists in contracting for minor repairs.

General Clerical: Maintains records on number of visitors, fees collected, ticket inventory; makes bank deposits; prepares monthly reports. Completes general clerical duties, including answering the phone, mail distribution, and correspondence, as directed.

Retail: Manages retail gift shop and ticket sales, reconciles daily cash sales and makes bank deposits.

Public Programs: Identifies, recommends and schedules appropriate public programs in and out of the museum season. Implements programs with the intent of reaching beyond traditional demographic boundaries with programs including presentations, demonstrations, lectures, seminars, participatory activities, special events, and classes; evaluates museum offerings and tracks measurable outcomes.

Preferred Experience:

At least one year working in a related capacity at a historical society or historic house, history museum or historic site.

Demonstrates flexibility in a changing environment, team player

Ability to prioritize and work on-site alone & with volunteers and staff

Demonstrated ability to work with audiences of all ages, especially students grades K through 12.

Professional experience with social media use and best practices

Teaching experience

Strong communication skills, both written and oral

Knowledge of Microsoft Office Suite and experience with graphic design

Ability to lift up to twenty-five pounds on a regular basis

Other duties as required

Schedule:

Schedule varies with the time of year

- November 15-March 15, usually the museum's "closed" season, work days are Monday-Friday
- March 16-November 14 usually the museum's "open" season, Thursday-Sunday with the Museum Open hours on Friday/Saturday/Sunday as 10 AM-4 PM.

The work schedule will include duty at special events during open season and may require changing work starting and ending time.

Location: Reporting to the Director of Operations of Historic Preservation and Museums, the position assists in administering programs and activities at the Old New-Gate Prison & Copper Mine, a State-owned museum located at 115 Newgate Road in East Granby, CT. Some travel to the agency headquarters in Hartford will be required.

To Apply:

Applicants are directed to <https://jobapscloud.com/ct/>, Recruitment #171025-5862CL-001, by November 14, 2017.