

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** Museum Director  
**DEPARTMENT:** Museum

**JOB CODE:** Full-Time  
**FLSA:** Non-Exempt

---

**SUMMARY:** Under general direction of the Parks and Recreation Director and as established by City Council, directs, manages, and oversees the daily operations of the Gonzales Memorial Museum. The Museum Director is responsible for planning, directing, organizing, and coordinating the museum activities and displays. The Director will work with the Gonzales Memorial Museum Advisory Board. This position directly reports to the Park and Recreation Director.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Sets goals and objectives ensuring the adequacy of all museum programs by directing, planning, developing, coordinating, and implementing policies and procedures related to all phases of the Museum.
- Initiate the preparation of proposals for review and approval including current and long-range programs and facility plans.
- Responsible for the maintenance of high standards of professionalism in areas including, but not limited to, acquisition, preservation, research, interpretation, and exhibits.
- Responsible for preservation and management of all objects held by or loaned to the museum.
- Responsible for identification, documentation and cataloging of objects as well as records creation.
- Responsible for content development and ensuring all objects are ready for display.
- Responsible for financial development and interpretation of museum budget, fundraising, and grant administration/applications.
- Work with Council, Board, Staff, and Stakeholders to develop and achieve long range goals in order to fulfill the museum's mission, ensure its financial stability, and guide its growth.
- Responsible for creating a welcoming and friendly atmosphere to help visitors have a positive museum visit experience.
- Maintain an electronic record of all items
- Take photos for virtual tours for management database program, Past Perfect
- Research information on creating new displays and rearrange those displays periodically
- Other duties as assigned.

**Required Knowledge and Skills:**

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- Must have excellent organizational and research skills and the ability to work on projects with little or no supervision.
- Must have strong computer skills, with a preferred basic knowledge of collections management database program, Past Perfect.
- Must have strong communication skills and work well with the public of all ages and groups, donors, researchers, staff, volunteers, and members of the media.

**Required Education, Experience and Certificates**

- High School diploma or equivalent
- One-two years' experience in a museum or historical organization.

**CITY OF GONZALES  
POSITION DESCRIPTION**

- Bachelor's Degree in Museum Studies, History, Anthropology or related field
- Master's Degree in Museum Studies, History, Anthropology or related field with one year or more experience in the qualified field is preferred.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing and vision to monitor.
- May be subject to standing, sitting, bending, reaching, kneeling, and lifting (up to 50 lbs.)

**Equipment and Tools Utilized:**

- Equipment utilized may include personal computer, copier, calculator, standard office equipment, and cash register.

Must be able to pass criminal history background check, pre-employment drug screen and pre-employment physical.

Applications for employment may be found at [www.cityofgonzales.org](http://www.cityofgonzales.org) or at the City of Gonzales-City Hall 820. St Joseph. Please submit applications- Attn: Kristina Vega at 820 St Joseph or PO Box 547 Gonzales, TX 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.