

Assistant Director for Material Culture

Personnel Requisition

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Posting Number:	201100450P
Job Title:	Assistant Director for Material Culture
Location:	Kalamazoo Valley Museum
Full-Time/Part-Time:	Full Time
Pay Rate:	\$52,310 per year
Position Type:	Staff
Department:	Kalamazoo Valley Museum

Job Summary:

Are you a dynamic and creative leader who creates positive energy in your environment and enjoys complex challenges? Do you have a passion for seeking new and innovating exhibits and developing and maintaining collections that are compelling and engaging to diverse patrons of the Kalamazoo Valley Museum? If so, then we may have the ideal job opportunity for you.

This position oversees the collections and exhibits departments, and the planetarium of the Kalamazoo Valley Museum which is accredited by the American Alliance of Museums. Reporting to the Director, the Assistant Director will hire, train and evaluate departmental employees; monitor and coordinate staff development and training programs, and plan, direct and evaluate the operational, financial and personnel activities of the two departments. In conjunction with the Museum's leadership team, this position will coordinate the implementation of nationally accepted best practices for collections management, policies and exhibition to maintain AAM accreditation standards. In addition, the Assistant Director will conduct research as it relates to the history of the region, information for cataloging items, exhibition themes, educational programs, develop recommendations on potential donations for the permanent museum collections and other related responsibilities.

Minimum Qualifications:

Appropriate education, training, experience and talents are requirements for this position. An example of this would be a bachelor's degree in an appropriate field and six years of related museum experience.

Prior supervisory experience.

Knowledge of acceptable museum standards and practices

Knowledge and familiarity with collections management software, preferably ARGUS

Knowledge of acceptable museum collections practices

Knowledge of institutional policies and procedures

Knowledge of budgeting principles and practices

Skill in planning and directing the work of subordinates

Skill in oral and written communications

Skill in conducting research

Skill in managing a significant department within the museum

Preferred Qualifications and Experience:

None

Physical Demands:

Work Hours:

40 hours per week. Friday evening, Saturday or Sunday hours will be required to be worked on a rotational basis with other museum staff.

Posting Date

03/07/2017

Closing Date:

03/19/2017

Special Instructions to Applicants:

This position will be available on or after May 1, 2017.

EEO Statement

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Unofficial Transcripts
4. Letter of Recommendation
5. Letter of Recommendation 2

Optional Documents

1. Other Document
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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o KVCC Website (jobs.kvcc.edu)
 - o Mlive
 - o Other Online Source
 - o Personal Referral
 - o Newspaper
 - o Job Fair
 - o Other
2. * Prior to a job offer, selected candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. The results of these background checks are a contingent factor upon whether a job offer is extended to a candidate. Do you fully understand and accept this step in the hiring process?

- o Yes
 - o No
3. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
- o Yes
 - o No
4. KVCC is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: 1. A "disabled veteran" is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. 2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. 3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.
- o I identify as one or more of the classifications of protected veteran listed above
 - o I am not a protected veteran