**Job posting**

The Dorchester Heritage Center is seeking an individual for the position of Director of Museum Operations.

The Dorchester Heritage Center is a 501 3c nonprofit organization dedicated to the discovery, preservation, and education of the rich history of the inland low country.

**Position Summary:**

Responsible for the daily operation of the museum, opening and closing, greeting, and receiving guests, managing the gift shop, providing tours personally or through Museum Docents, Managing the exhibits, Museum Security, Collection of entry fees, Bank deposits, management of subcontractors such as cleaning, landscaping, HVAC etc. Creating and scheduling Museum Specific Events - through the Event Coordinator - Coordination of traveling Exhibits, Overall care, and operation of museum space. The Director will assist in the application of Grants as needed.

**Compensation and Benefits:**

Salary commensurate with experience – range $42,000 to $52,000

12 Paid Holidays

80 Hours – PTO (Annual or Sick)

PTO hours increase 8 hours each year of service to a maximum of 160 hours.

A maximum of 40 hours may be carried over each year.

**Preferred Education, Knowledge, Skills, and Abilities:**

A degree from an accredited 4-year college/university is preferred, but not required with a preference for candidates with several years of experience with history, museums, nonprofit management, and business administration.

Must be proficient with Excel, Word, Google Docs, social media.

Ability to work during standard office hours plus evenings and weekends as needed.

Must be highly organized, have outstanding communication skills,

Enjoys history, culture, and community engagement.

Interested candidates should email there resume to David Dement at: [davidadement@gmail.com](mailto:davidadement@gmail.com)