MUSEUM CENTER DIRECTOR/ HISTORIC PRESERVATIONIST

POSITION SUMMARY

This position is responsible for developing, promoting, and managing the operation of the Museum Center, which includes the Joachim Museum, Pioneer Machinery Building, Badlands Dinosaur Museum and all historic buildings in Prairie Outpost Park. In addition, working with Historic Preservation Commission on their projects and promotions, and other matters relating to historic preservation in the city.

RESPONSIBILITIES

Essential Duties:

- Oversees and manages the museums and historic buildings on the Dickinson Museum Center property.
- Supervises and monitors the work of Museum Center staff.
- Work with various boards, staff and individuals to promote the City of Dickinson, Museum Center and other city assets to tourists and residents.
- Work with various boards, staff and individuals to ensure the utilization of the Museum Center throughout the year.
- Serves as the community historic preservationist, who is responsible for planning and implementing public programs, which highlight the history of the Dickinson area and promoting the Renaissance Zone and other incentive programs to encourage historic preservation.
- Promote Dickinson as a Certified Local Government under the National Park Service and State Historic Preservation Office of the Historical Society of North Dakota and work with the Dickinson Historic Preservation Commission, to ensure the success of programs to highlight area history by taking the lead in getting buildings listed as Dickinson Local Landmarks or on the National Historic Register and increase public awareness of the importance of historical buildings and sites.
- Develop annual work plan for the Museum Center.
- Develop annual budget for the Museum Center.
- Attend and present monthly report at Southwest North Dakota Museum Foundation (SNDMF) and Stark County Historical Society (SCHS) Board meetings and serve as an advisory resource for both boards in support of their respective missions, collections, programs and development goals.
- Oversee the development of exhibits and public programs presented at the Museum Center and throughout the community.
- Oversee management of the Dickinson Museum Center's 3-dimensional and archival collections.
- Develop Museum enter public relations and marketing.
- Oversee the Museum Center gift shop, including product development and buying.
- Oversee website and social media, maintain online digital archive (Omeka.net).
- Oversee the maintenance of the Museums and the Prairie Outpost Park Buildings.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, And Abilities (position requirements at entry):

- Knowledge of museum management practices and procedures;
- Knowledge of Historic Preservation practices and techniques;
- Knowledge of, skill, and ability to plan, design, and implement museum exhibits;
- Knowledge of Museum Collection Management practices, techniques, and standards;
- Knowledge of archival practices and techniques, and standards;
- Proficient in historical research;

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- Skilled in oral history techniques;
- Skilled in Historical Interpretation,
- Knowledge of living history programs;
- Ability to supervise staff and volunteers;
- Ability to effectively work with volunteer boards and committees;
- Ability to use contemporary information systems and communication technology;
- Ability to successfully research and execute grant applications;
- Proficiency with a variety of office equipment and related applications;

SKILLS

Education and Experience (position requirements at entry):

- Bachelor's Degree in History, Historic Preservation, Museum Management or related field.
- Three to five years of progressively responsible positions as curator, historic preservationist or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Special Requirements:

- Valid Driver's License – at hire

WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
  Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects may be required.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification and History:
Grade: G 18
FLSA: Exempt
Draft Developed by City Administrator; Date: 2/22/2006
Civil Service Approved: 02/22/06; 4/18/08 no changes; 12/17/10; 11/10/15; 5/31/16
Updated: By CA 12/13/10; licensing requirements changed 12/29/10; new format 10/27/15; 05/26/16; Classification updated by HR Torgerson to align w/new pay scale 6/23/25. Updated by HR Nameniuk, Museum Director Fuhrman, DCA Carlson 9/1/2026