

## Village of Brockport Historian/Emily L. Knapp Museum Director Job Responsibilities

### Typical Duties:

- Attend ELK Board meetings, held once a month, and Village Board meetings as requested by the Village Board.
- Open the Museum for at least eight hours per week with the assistance of volunteers during the Museum season, currently April through mid-October.
- Solicit and manage donations.
- Coordinate Museum volunteers.
- Manage the general maintenance of the Museum, including the physical space, artifacts, files, and databases.
- Respond in a timely manner to Museum communications through text, email, Facebook, and telephone.
- Respond to requests for private tours and public interest inquiries.
- Liaise with other local museums and organizations on behalf of the Museum.
- Promote village history and the museum through news articles, talks, and at least two events per year.
- Serve as a resource on local history to teachers at schools located in the Village.
- Serve as a resource regarding the historic preservation efforts in the Village
- Organize and direct historical anniversaries of importance to the Village such as the Erie Canal bicentennial.
- Prepare an annual report on the Museum for the Village Board.

### Required Qualifications:

- The ability to safely climb steep stairs and move safely in confined spaces
- The ability to safely lift 25 pounds
- Must live within the greater Brockport community
- Must have reliable transportation to the museum
- Proficiency in Microsoft Office suite of products (Word, Excel, Outlook)

### Preferred Qualifications:

- Degree in history or a related field (strong interest in local history)

### Annual Stipend:

- \$4,400 as determined by the Village Board and the Museum Board of Directors

7 February 2022