



**Job Title:** Story Center Manager

**Reports to:** Assistant Director of Operations

**Job Description:** The Story Center Manager provides leadership and administration for the operations and development of the Story Center. Under the supervision of the Assistant Library Director, the Manager has overall operational responsibility for Story Center staff, programs, collections and exhibits. The ideal candidate for this position is a professional with a love for history, especially local history, a proven ability to build partnerships within the community, and an ability to care for a local history collection. We are also looking for someone with a strong understanding of the importance of collaboration for a small, close-knit organization and a proven ability to cultivate a strong, high-functioning team.

**Responsibilities include, but are not limited to:**

- Work closely with library leadership to set goals and objectives and develop a clear vision for the Story Center
- Recruit, train, and supervise professional staff
- Develop relationships with community organizations, local government, and individuals to further awareness of the Story Center and its services
- Exhibit strong organizational abilities including experience with strategic planning, and task facilitation
- Leverage experience to manage and evaluate organization operations, staffing, workflow and communication
- Employ strong leadership skills including excellent communication, sense of humor, integrity and an impeccable work ethic
- Use imagination, innovation, thoughtfulness, and sound judgment in the leadership and management of the Story Center
- Understand the mission, vision, goals, policies, and procedures of the Story Center and be able to articulate the connection between the Library and the Story Center to the staff and the public in a clear and courteous way
- Use tact, diplomacy, and good judgment to resolve problems, handle conflict and make effective decisions
- Perform administrative and managerial tasks including preparing and adhering to budgets; tracking and reporting statistics; conducting performance reviews of staff to be supervised; evaluating effectiveness of Story Center spaces and services offered
- Develop and manage volunteers with a focus on job satisfaction, engagement, and retention to support excellence in public service
- Successfully interact with a diverse group of staff and patrons while maintaining a positive attitude and professional demeanor at all times

**Additional Information:** Full time position (40 hours weekly); non-exempt; requires evening and weekend hours; requires flexibility in scheduling; requires ability to adapt to a busy, changing, and sometimes stressful work environment; must possess excellent interpersonal, organizational and communication skills, both written and verbal.

**Qualifications (Education, Skills, Training):**

*Required*

Bachelor's degree in Nonprofit Management, Public History, Museum Studies or an equivalent required. Demonstrated experience in nonprofit management. Experience in administration, financial management and organizational operations. Candidates must have demonstrated ability to interpret community interests and needs and to develop appropriate practices in response to those needs.

*Preferred*

Master's degree in Nonprofit Management, Public History, Museum Studies or an equivalent. Two years of demonstrated experience in museum or local history management.

**Compensation and Benefits:** Base salary \$24.00/hour. Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance; TIAA-CREF retirement plan (enhanced match by Library) after one year of employment; Optional insurances (paid for through employee payroll deduction) include Dental, Vision, Long-Term Disability, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.

**Application Process and Deadlines:** Please email resume, cover letter, and three references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org) by the close of business on February 13, 2024. Please enter "Story Center Manager" in the subject line.

**The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.**