

Cherokee Strip Historical Society

Cherokee Strip Museum

Perry, Oklahoma

Job Title:	Executive Director	Travel Required:	Occasionally to Training seminars
Location:	Perry Oklahoma		
Salary:	\$35,000.00 with experience		
Position Type:	Full Time position – 30-35 hours week		
Applications Accepted By:			
E-MAIL: Carol Steichen - Board President/ caroljsteichen@yahoo.com		MAIL: Carol Steichen 11201 Ranch Perry, OK 73077	
Job Description			
<p>BACKGROUND:</p> <p>THE CHEROKEE STRIP MUSEUM IS LOCATED IN PERRY, OKLAHOMA. IT BEGAN AS THE CHEROKEE STRIP HISTORICAL SOCIETY IN 1953 AND OPENED ITS DOORS IN 1965. IN 1970, ROSE HILL SCHOOL, A RURAL ONE ROOM SCHOOL, WAS MOVED TO THE MUSEUM GROUNDS. SINCE 1980 “A DAY AT ROSE HILL” TEACHES THOUSANDS OF 3RD AND 4TH GRADE STUDENTS HOW A CLASSROOM WAS CONDUCTED IN 1910. A FULLY FUNCTIONING BLACKSMITH SHOP GIVES DEMONSTRATIONS DURING THE YEAR. THE GROUNDS OF THE MUSEUM ARE A YEAR-ROUND ATTRACTION FOR FAMILY AND TRAVELERS. THE CHEROKEE STRIP MUSEUM IS NOW OWNED BY THE STATE OF OKLAHOMA AS A PART OF THE OKLAHOMA HISTORICAL SOCIETY WITH CONTINUED SUPPORT FROM THE CSHS.</p> <p>MISSION STATEMENT:</p> <p>THE MISSION OF THE CHEROKEE STRIP MUSEUM AND CHEROKEE STRIP HISTORICAL SOCIETY IS TO COLLECT, PRESERVE AND INTERPRET THE HISTORY OF THE CHEROKEE OUTLET AND LAND RUN OF 1893.</p> <p>JOB DESCRIPTION:</p> <p>The Position of Museum Executive Director for the Cherokee Strip Museum in Perry, Oklahoma is to promote the museum, manage writing and communication support for the museum operations, including public relations, media relations, publications, marketing, advertising, event promotion and social media.</p> <p>The Responsibilities will include:</p> <ul style="list-style-type: none"> • Research, assist and maintain the development of new and existing museum exhibits with the guidance of the Oklahoma History Society. • Develop and Implement employee policies, procedures, and scheduling. • In conjunction with creating a budget, must be able to oversee financials, investments, and long-term financial planning. • Be active in the community, acting as Ambassador for the museum. • Follow OHS and State financial policies and rules. • Provide a high level of customer service both in-person and through email and phone calls. • Promoting the museum to local, regional, and national audiences through media outlets. 			

- Respond to media inquiries as spokesperson.
- Create and publish digital advertising, including managing contracts with various publications to support media operations.
- Oversee and coordinate the development, design, printing, and distribution of all museum publications, including a membership newsletter, brochures promoting the museum, posters, event invitations and others as needed.
- Develop, maintain, and update social media and museum websites.
- Create and administer special assignments including speech and advertisement copywriting.
- Implement and direct fundraising, grant writing and other campaigns to support museum projects and programs.
- Direct Museum staff as needed.
- Must be physically able to transport 20 lbs., ascend elevated structures, maneuver uneven surfaces and outside events.
- Report to the board at their monthly meetings and other duties as assigned by the board of directors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in museum studies or equivalent experience in museum work or similar fields. Ability to curate exhibits, perform media and communications requested and manage staff members as needed. Additional experience in QuickBooks accounting system and Past Perfect experience system for OHS.

ADDITIONAL NOTES

Hours are variable, 30-35 minimum, and may be asked to assist with evening or weekend special events as needed. Salary with experience starting at \$35,000.00 per year with retirement benefits of a 401K with 3% of the annual salary as matching benefit, optional.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date