



## **SEARCH ANNOUNCEMENT COLLECTIONS/EXHIBIT MANAGER**

The Lexington History Museum (LexHistory) is searching for a Collections/Exhibit Manager who will be responsible for preserving, interpreting, and displaying artifacts, documents, and photographs depicting the history and culture of Lexington and the Bluegrass region.

Reporting to the LexHistory Executive Director, the manager will coordinate the development, design, and setup of all museum exhibits, oversee artifact handling and preservation, assist the public in accessing historical information and maintain meticulous records in accordance with established museum industry standards.

**SEARCH CONDUCTED BY:**

**B**  
**BURCHAM**  
SOLUTIONS

### **Primary Duties and Responsibilities:**

- Develops script and design for exhibits, makes artifact selection, and creates accompanying exhibit material.
- Catalogues collections and manages the collections database and hard copy files.
- Manages collections care including periodic inventories, assessment of items on display and in storage, and arranges conservation as needed.
- Oversees maintenance and monitoring of collections environments (security, climate, pest management, and housekeeping).
- Develops and implements collection-oriented plans and procedures.
- Identifies collection-related grant opportunities and writes or supports grant applications.
- Assists in general office support and other administrative duties assigned by the Executive Director.

### **Qualifications:**

Ideally, the Collections/Exhibit manager will have experience working with local, mid-sized museums and a variety of collection types. The candidate should be a self-starter with grounding in museum best practices; a commitment to a positive and forward-thinking environment; solutions-oriented; and innovative in the use of space.

The minimum requirements are:

- Bachelor's Degree (Master's preferred) in Museum studies, curatorial studies, arts administration, or history.
- Demonstrated experience in museum collection handling, cataloging, and exhibiting
- Demonstrated experience in broad-based museum best practices
- Necessary skills to work collaboratively with a small staff and engaged board of trustees

- Cultural competence and emotional intelligence to understand the unique geographic, demographic, social, cultural, and political factors that define Lexington-Fayette County's histories.

The starting base salary is \$36,000 plus benefits. The work environment is usually indoors, in a climate-controlled facility. Our spaces may require the ability to negotiate stairs and occasionally require lifting and/or moving heavy items. Employment is based on a 40-hour work week; the typical schedule is Monday-Friday, though some evenings and weekends will be required. Travel within Fayette County expected. Employment in this position is contingent upon a satisfactory background check. Lexington History Museum is an AA/EO employer and a 501c3 organization.

### **Application Instructions:**

Please submit your letter of interest and resume in PDF format to Tim Burcham, president of Burcham Solutions Group, LLC at [tim@burchamsolutionsgroup.com](mailto:tim@burchamsolutionsgroup.com) by **Friday, November 18, 2022**. The position will remain open until filled.

### **ABOUT THE MUSEUM**

Lexington History Museum, Inc. was established in 1998 at the direction of then mayor Pam Miller, who appointed State Historian Dr. Thomas Clark as the first chair of the Board of Trustees. The museum's original home was in the former Fayette County Courthouse on Main Street and contained 14,000 square feet of exhibit, office, and storage space. At its peak, the museum welcomed over 10,000 people from all 50 states and 60 foreign countries. However, in 2011, infrastructure concerns in the Old Courthouse prevented the museum from continuing to operate there. At that time, the museum collections were secured and stored, and office space was secured in Victorian Square.

Despite lacking space for its entire collection, LexHistory has continued to fulfill its mission and vision. It reinvented itself through such initiatives as pocket museums, a speaker series, rotating exhibits in public spaces, expanding its WikiLex entries, converting several exhibits into virtual reality formats, publishing a new history of Lexington, commissioning portraits of the last three mayors, participating in Lexington's Gallery Hop, and forming a partnership

with film producer Doug High, which led to filming a documentary on Belle Brezing and later the Chronicles documentary series. Beginning in 2020,

The LexHistory Board of Trustees develop a new strategic plan in 2021 that reimagines its future and expands the organization's mission and vision leading up to Lexington's 250<sup>th</sup> anniversary in 2025.

## LEXINGTON HISTORY MUSEUM STRATEGIC PLAN 2021-2025

### MISSION:

Inspire our future by collecting and preserving Lexington's history and telling our stories.

### VISION:

Be the recognized and respected leader on Lexington's history

#### **PRESERVATION -**

**Collect, archive, and preserve the essential, relevant, and accurate records and artifacts of Lexington's history.**

LexHistory will develop and implement a new **LexHistory Collection Management System** and software program to create an updated inventory and catalogue for the collection to be consolidated into a temporary, centralized location for storage and preservation until a permanent museum location is secured.

**PARTNERSHIPS - Form and lead strategic partnerships that maximize our capacity, resources, outreach, and impact.**

LexHistory will create and engage with a **LexHistory Partnership Council** comprised of leaders from government, business, educational, civic organizations, and other community groups to assist LexHistory to prepare for its role in Lexington's 250<sup>th</sup> anniversary celebration in 2025.

LexHistory will create and engage with the **Lexington History Collective** comprised of the leaders of other groups who collect/preserve/exhibit unique aspects of Lexington's history to incorporate into LexHistory's preparation for Lexington's 250<sup>th</sup> anniversary celebration

**PROGRAMMING - Offer diverse and inclusive educational and engagement opportunities to the broadest possible audiences using multiple methods of communication, settings, and formats.**

LexHistory will create a **Press and Productions Division** with professional partners to produce and distribute historical content, including educational curriculum for schools, colleges, universities, and community organizations.

LexHistory will expand and enhance its **Speakers Bureau** of subject matter experts to share Lexington's history with the community.

**PRESENCE - Be the most visible and accessible resource on the history of Lexington for all residents and tourists...anytime, anywhere, and on any device.**

LexHistory will create a **temporary Lexington History Museum** to offer programming and events until a permanent museum is located.

LexHistory will create a **virtual Lexington History Museum** to deliver content and maximize audience reach across a variety of online and digital platforms.

LexHistory will design and generate the resources needed to build and/or renovate acquired space for a **permanent, state-of-the-art Lexington History**

With a recent multi-year funding commitment from the Lexington-Fayette Urban County Government (LFUCG) and other public and private support, LexHistory is pursuing a bold new plan to provide Lexington with the museum it needs and deserves. In October 2022, LexHistory entered into a lease agreement with the Blue Grass Trust for Historic Preservation to occupy the ground floor of the Thomas Hunt Morgan House on South Broadway in Lexington, KY. The museum will reopen to the public in early 2023.