

Museum Director Job Description

Henderson Depot Museum

Rusk County

Position Title

Museum Director

Reports To

County Judge / County Commissioners / Rusk County Historical Commission

Position Summary

The Museum Director oversees the daily operations, preservation efforts, educational programming, community outreach, and strategic development of the Henderson Depot Museum. The Director serves as the museum's public representative and works to preserve and promote the history, culture, rail heritage, folk traditions, and community identity of Rusk County through exhibits, educational initiatives, and public events.

The Director is responsible for fostering strong partnerships with schools, civic organizations, volunteers, tourism groups, and local businesses while ensuring engaging programming for residents and visitors of all ages.

Essential Duties and Responsibilities

Museum Operations & Administration

- Manage the daily operation of the museum facility and grounds.
- Oversee exhibit planning, collections management, artifact preservation, and archival organization.
- Develop operational policies, budgets, reports, and long-range planning initiatives.
- Coordinate maintenance, security, and safety procedures for museum property and collections.
- Recruit, train, and supervise staff, interns, and volunteers.

Educational Programming & Community Engagement

- Develop and coordinate educational programs for students, families, and community groups.
- Collaborate with local schools, homeschool organizations, colleges, and historical societies to support curriculum-based learning opportunities.
- Organize and support annual educational and heritage events including:
 - Grandparents Day activities
 - Folk Art Day programs and demonstrations
 - Heritage Syrup Festival participation and historical interpretation
 - Railroad and local history presentations
 - Seasonal exhibits and children’s educational workshops
- Promote hands-on learning experiences that preserve regional traditions, folk arts, agriculture, rail history, and East Texas heritage.
- Encourage intergenerational participation through family-centered programming.

Public Relations & Tourism

- Serve as the museum’s spokesperson at civic meetings, tourism events, and community functions.
- Maintain positive relationships with local media, tourism agencies, donors, and community organizations.
- Assist in marketing museum exhibits, festivals, educational events, and tourism initiatives through print, digital, and social media outreach.
- Support cultural tourism efforts that enhance visitation to Henderson and Rusk County.

Fundraising & Grant Development with Rusk County Historical Commission

- Seek grants, sponsorships, donations, and fundraising opportunities to support museum operations and special projects.
- Assist with membership campaigns, donor relations, and fundraising events.
- Prepare grant applications and maintain compliance with reporting requirements.

Collections & Historical Preservation

- Ensure proper cataloging, care, and preservation of museum artifacts and historical materials.
- Work with historians, collectors, and community members to document and preserve local history.
- Develop exhibits highlighting railroad heritage, regional industry, agriculture, folk traditions, and community stories.

Qualifications

- Bachelor's degree in Museum Studies, History, Public Administration, Education, Arts Administration, or related field preferred.
 - Experience in museum management, nonprofit administration, education, public history, or cultural programming preferred.
 - Knowledge of East Texas history, railroad heritage, folk traditions, or regional culture is desirable.
 - Strong organizational, communication, and public speaking skills.
 - Experience with grant writing, fundraising, event planning, or volunteer coordination preferred.
 - Ability to work collaboratively with community organizations, schools, elected officials, and volunteers.
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Preferred Skills

- Exhibit design and interpretive programming
 - Archival and collections management
 - Budget administration
 - Social media and public outreach
 - Event coordination and festival planning
 - Community partnership development
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Working Conditions

- Monday thru Friday 9 a.m. to 5 p.m. including occasional evenings and weekends for festivals, educational events, and community programs.
 - Ability to lift and move museum materials and event supplies as needed.
 - Frequent interaction with the public, volunteers, educators, and community organizations.
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Mission Focus

The Museum Director will help preserve and share the rich history and cultural heritage of Rusk County while creating engaging educational experiences that connect generations through local traditions, history, arts, and community celebrations.