

JOB VACANCY NOTICE

DEPOT MUSEUM

Job Title: Assistant Director

Department: Depot Museum

Date Posted: 01-05-2025

Closing Date: Open

Job Description: The assistant director is responsible for the day to day operations of the museum, supporting collections care, public programming, exhibits, and administrative tasks, serving as a key point of contact for visitors, volunteers, and the community.

Qualifications: High School Diploma or equivalent; some college/experience in history, museum studies, or related field preferred.

Strong organizational, interpersonal, and communication skills.

Proficiency with computers (Microsoft Office, Excel, Word databases).

Ability to work independently and as part of a small team.

Flexibility to handle diverse tasks and occasional evenings and weekends.

Salary Range: 35,000. to 39,000. (Commensurate with experience)