Position: Director, Carbon County Museum

Location: Rawlins, Wyoming

Minimum Requirements: Bachelor’s degree, interest in history and culture of Carbon County, Wyoming, evidence of supervisory, museum, and curation experience, knowledge of or interest in learning about and maintaining museum and archival best practices.

Salary: $50K-$60K plus benefits

Closing Date: July 8, 2022

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The director of the Carbon County Museum will serve as a visible advocate for displaying and interpreting artifacts related to the history and culture of Carbon County. This includes actively soliciting artifacts for display, partnering with other cultural resource agencies and schools in the region, providing robust educational materials to local schools, sponsoring public events related to the history of Carbon County, and other activities designed to elevate the profile of the Museum in the county and state.

The director will also take steps to expand and enhance the Museum’s research collection and make every effort to ensure that the collection is digitized and available to scholars and the merely curious regardless of where they live.

The director will responsibly and with little supervision oversee construction and adherence to an annual budget, supervise a small staff of professionals, and maintain the physical plant of the Museum to be attractive and to meet all ADA requirements.

The director will maintain an open and collaborative relationship with the board, keeping the board abreast of Museum operations, consulting with individual board members as appropriate, and ensuring that the board is invited to all public events. The director will maintain an open and collaborative relationship with the staff, respecting their professional autonomy and including them as much as possible in decision making. The director is expected to collaborate with the other Carbon County museums and to find innovative ways to be supportive.

Complete application includes cover letter and current resume including contact information for three professional references. Applications are due by 5:00 PM on July 8, 2022 and should be submitted electronically to director@carboncountymuseum.org. Questions may be directed to Dave Throgmorton, Interim Director (not a candidate) at 307-328-2740 or the director’s e-mail.