

## Museum & Archives Manager

### Warren Heritage Society – Front Royal, Virginia

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The Warren Heritage Society is seeking a full-time Museum & Archives Manager to care for, organize, interpret, and share the history of Warren County and the Shenandoah Valley. This is a hands-on position for someone who enjoys both behind-the-scenes collections work and bringing history to life through exhibits, outreach, research, and community engagement.

We are a small, collaborative organization, so this is not a narrowly defined museum or archives role. We are looking for someone who is organized, creative, curious, practical, comfortable working independently, and ready to contribute as part of a team.

## Primary Responsibilities

### Exhibits, Interpretation & Community Outreach

- Research, develop, design, install, and maintain exhibits within WHS museum spaces.
- Create rotating, temporary, outreach, pop-up, and traveling exhibits for libraries, schools, festivals, community events, and partner locations.
- Develop exhibit themes, narratives, labels, graphics, object selections, and visitor experiences that are historically accurate, visually engaging, and accessible.
- Identify opportunities to take WHS collections and stories beyond our museum walls and into the community.
- Collaborate with staff, volunteers, interns, and community partners on exhibits and interpretive projects.

### Archives, Research & Collections

- Manage WHS archival and research collections and assist researchers, genealogists, community members, and organizational partners.
- Maintain and improve archival organization, inventories, finding tools, research procedures, and collections records.
- Process, catalog, house, preserve, and help evaluate archival materials and museum objects in accordance with WHS policies and museum best practices.
- Coordinate digitization and digital-history projects and help improve access to WHS collections while protecting original materials.
- Identify storage, preservation, and collections-management needs and recommend practical improvements.

### Volunteers, Interns & Special Projects

- Help train and supervise archives and collections volunteers, interns, and project participants.
- Participate in oral histories, digitization initiatives, collaborative exhibits, public programs, and other community-history projects.
- Develop clear procedures that allow volunteers and project participants to contribute effectively and consistently.

## Working as Part of the WHS Team

The Warren Heritage Society is a small organization, and every staff member helps the organization succeed. The Museum & Archives Manager is expected to work collaboratively with the Executive Director and other staff and to assist beyond their primary departmental responsibilities when needed.

- Assist with programs, events, tours, exhibit openings, community outreach, setup, breakdown, and visitor services as needed.
- Participate in staff meetings, planning, organization-wide projects, and provide updates to the Archives & Museums Committee when appropriate.
- Step in during busy periods to help ensure WHS programs and public activities run smoothly.

**Schedule:** The majority of working hours fall within normal business hours; however, WHS regularly hosts programs and events outside those hours. The Museum & Archives Manager should expect occasional evening

and weekend responsibilities and be willing to adjust their schedule when organizational needs require it. Advance notice will be provided whenever possible.

## What We're Looking For

- Bachelor's degree in history, public history, museum studies, archives, library science, anthropology, historic preservation, or a related field preferred.
- Museum, archives, historic site, collections, exhibition, or public-history experience preferred.
- Experience with or strong interest in exhibit development, design, interpretation, and visual storytelling.
- Familiarity with archival organization, collections management, cataloging, preservation, or museum best practices.
- Strong research, writing, organizational, interpersonal, and project-management skills.
- Ability to translate research into engaging content for public audiences and to work both independently and collaboratively.
- Ability and willingness to work occasional evenings and weekends as needed.

An advanced degree is welcome but not required. Practical experience, creativity, good judgment, and demonstrated ability to succeed in the work are equally important.

## The Person Who Will Thrive Here

- Loves turning historical research and collections into exhibits people want to stop and explore.
- Believes collections should be preserved and actively used.
- Enjoys both behind-the-scenes museum work and public-facing projects.
- Can balance professional museum standards with the realities of a small nonprofit.
- Is collaborative, flexible, and willing to jump in when the team needs an extra set of hands.
- Enjoys creating order, improving systems, and having a visible impact on how local history is shared.

## Compensation & Paid Time Off

**Starting salary: \$38,000 annually.**

Following a successful six-month performance review, the salary will increase to \$39,500 annually for an employee who demonstrates strong performance, reliability, growth in the position, and performance that meets or exceeds expectations.

The Museum & Archives Manager receives ten (10) days of Paid Time Off (PTO) during the first year of employment for vacation, illness, parental leave, or family leave, subject to WHS scheduling needs. PTO increases with continued service to the organization.

Employees also receive paid time off for holidays as established by the WHS annual holiday schedule. Because WHS is a public-facing museum and cultural organization, the Society may be open or provide programs on certain holidays.

## To Apply

Please submit a resume and cover letter to Liz Rishel, Executive Director at **[LRishel@WarrenHeritageSociety.org](mailto:LRishel@WarrenHeritageSociety.org)** describing your interest in the position and relevant museum, archives, collections, exhibit, research, design, or public-history experience. Please submit the Cover Letter and the Resume as PDF attachments.

Warren Heritage Society is an equal opportunity employer and encourages applications from candidates with a variety of professional and educational backgrounds.

## About the Warren Heritage Society

The Warren Heritage Society preserves, interprets, and shares the history of Warren County and the surrounding Shenandoah Valley. Our downtown Front Royal campus includes historic buildings, museum collections, archival and genealogical resources, exhibits, tours, educational programs, and community events. WHS is expanding the ways people encounter local history through exhibits, walking tours, historic hikes, digital history, oral histories, outreach, and community partnerships.