



The Biddeford Parsonage Museum is seeking a dedicated and enthusiastic individual to join its team as the Museum Manager at the historic residence of Lucy Maud Montgomery.

As the Museum Manager, you will be responsible for managing the day-to-day activities of the museum, working closely with the volunteer board and providing guidance and direction to student staff. Your main duties will include:

- Developing, delivering, and reviewing museum programs that align with our mission
- Managing daily operations, including admissions, gift shop, and scheduling
- Maintaining and curating exhibits that engage and educate visitors
- Overseeing maintenance and preservation of the museum and its artifacts
- Collaborating with the board and staff to develop and implement strategic plans for the museum

The ideal candidate will have:

- Experience in managing a museum or similar facility
- Strong organizational, leadership, and communication skills
- A passion for history and the life of Lucy Maud Montgomery
- Knowledge of museum practices and preservation techniques
- Availability to work weekends and a flexible schedule during peak season

Salary range: between \$18 and \$20 per hour depending on experience

This is a seasonal position, reporting to the volunteer board. If you're excited about sharing the legacy of Lucy Maud Montgomery with visitors from around the world, please send your resume and a cover letter to [Hello@BiddefordParsonageMuseum.com](mailto>Hello@BiddefordParsonageMuseum.com)