

Marion County (Ohio) Historical Society Director

Job Summary

The Marion County Historical Society is currently seeking an experienced Director.

The Director oversees the overall operations of the museum and ancillary sites, working closely with the MCHS board and staff, volunteers, and local community leaders, as well as external partners, to enhance the MCHS's cultural and educational missions. The Director augments the museum's financial resources, and develops and implements short and long term strategic plans. The Director demonstrates skills in fundraising, financial management, audience development, and decision making. The Director is also charged with the duties to serve as the organization's spokesperson to all constituencies, and increase awareness of the museum and its ancillary sites.

Specific Duties

The Director is responsible for leading and carrying out all tasks required for the daily operation of the Museum and Ancillary Sites, including programming, policies and procedures, and staff hiring and development.

Manage timely and accurate communications to the President and Board of Directors and other relevant audiences on all key issues, events and activities.

Work with the Board of Directors to implement the long-range plan developed by the Board. Insure the goals and growth planned for the MCHS are supported by programming, and develop and implement corresponding annual business plans to be approved by the Board.

Work closely with the Board of Directors to raise funds to support operations, staffing and special projects and programs.

Oversee the Museum's artifacts, collections and archives, and supervise the exchange or loan of artifacts in the collection and authentication and classification of the museum's new acquisitions.

Develop educational programs related to the Museum and exhibits, and provide outreach to schools and the community.

Recruit and lead the staff. Manage, develop and supervise staff job performance, including conducting regular performance reviews. Schedule training, counseling, and imposing corrective action up to and including termination. Conduct regular staff meetings to help staff understand the organization's program of work and their respective work tasks.

Develop comprehensive membership services programs to recruit, engage and retain members and/or supporters. Plan, organize, oversee and promote a range of services, benefits and events for members.

Oversee production of website, newsletter and other communications to feature historical information and news for members and supporters. Work with the Administrative Assistant to prepare correspondence, publications, pamphlets, news releases, and advertisements.

Ensure that the facility and exhibits are well maintained. Plan and display temporary exhibits utilizing artifacts from the Museum archives and borrow traveling exhibits from other museums and collections. Oversee the collection and preservation and de-accession of artifacts through the archivist in accordance with MCHS policies and guidelines.

Maintain an understanding of the financial operations and budgeting; oversee the collection of dues, payment of expenses and maintenance of all financial accounts working through the Board Treasurer; prepare and recommend annual budget; and ensure compliance with existing agreements and regulations.

Maintain systems and infrastructure for recordkeeping of membership, financials, employee records, etc.

Minimum Qualifications

Bachelor's degree in related discipline with two (2) years of experience in museum management or an associated discipline or nonprofit. In lieu of a college degree, the successful applicant will have five (5) years of experience in a local history museum or nonprofit with several years in a management role.

Desired Qualifications

Ability to lead dynamically, passionately, and energetically, and to manage, position, market, and develop an organization.

Strong managerial, fiscal, and administrative abilities.

Experience in a local history museum or a related organization with leadership responsibilities.

Experience in expanding the museum's role within the community.

Proven fundraising experience and success in generating funds for exhibitions, programs, historical re-enactments and capital projects.

A deep understanding of the role of a local history museum in a small community and a commitment to working with volunteers, teachers and students.

Ability to garner the support of volunteers and recognize their contributions.

Experience in managing historical re-enactments and portrayals.

Advertised Salary

Salary Range: \$33,000 to \$37,000 (Commensurate with experience)

Pre-Employment Requirements

Reference Check, Criminal Background Check, and Fingerprint Check

Other Information

Ability to work occasional evenings, weekends and at locations outside of the museum, including ancillary sites.

To Apply

Interested candidates must submit a letter of interest and resume no later than May 15, 2017. Application materials may be sent electronically to MCHSdirectorsearch@roadrunner.com or by mail to: Director Search, Marion County Historical Society, 169 E. Church Street, Marion, OH 43302.