



SUDBURY HISTORICAL SOCIETY EXECUTIVE DIRECTOR

EMPLOYER OVERVIEW

Located in a dynamic New England town 20 miles west of Boston, the Sudbury Historical Society was founded in 1956 to promote and share the history and archaeology of Sudbury, Massachusetts. The SHS aims to connect the people of Sudbury to that history through educational programming and community engagement. Over the past few years, the Society has renovated and repurposed the Town-owned 1730's era Loring Parsonage located in town center to create the Sudbury History Center & Museum. Renovations now complete, the Society is poised to move into the Parsonage where it plans to create several museum galleries to showcase its unusual collection, open a museum shop, and establish welcoming and accessible space for research, educational programming and social events. The Society is in search of a talented, energetic and visionary Executive Director who can lead us through this transition and help guide the Board as the new History Center takes shape.

POSITION OVERVIEW

The Executive Director will be responsible for managing the Society's collections, leading programming, membership development and fundraising, and managing the daily operations of the new History Center. This position reports to the Board of Trustees with direct supervision by the Board President.

RESPONSIBILITIES

Leadership & Management

- Guide the Society in the transition to the Sudbury History Center by working with the Board in developing an interpretive plan for the museum.
- Oversee, empower and support the Society's committees, which include but are not limited to: Programming, Exhibits, Collections and Accessioning, Garden & Grounds, Finance, Merchandizing, Grants and Fundraising/Development.
- Ensure that the Society uses the most effective technology with regard to operations, e-mail marketing, photo/video production, etc.
- Oversee the volunteer corps to assure appropriate assignment, supervision, training and availability.
- Work with the Treasurer and Finance Committee to develop an annual budget.
- Prepare monthly updates for the board of directors.

Community Relations and Development

- Work with the Fundraising/Development Committee to increase membership numbers, involvement and contributions.
- Build a volunteer program that will be a key facet of community outreach and membership recruitment.
- Maintain a fundraising plan identifying sources and use of funds to ensure continued operations of the Society and its staff; guide and assist Fundraising Committee in execution of fundraising plan.

- Develop and eventually execute a plan for an endowment for the continuing operations of the History Center.
- Assist President with the implementation of an Annual Appeal for the yearly operations of the Sudbury History Center.
- Guide Grants Committee, assist with identification of potential grant applications and assist with grant writing.
- Maintain a close working relationship with Town entities, the business community, and other appropriate local organizations.
- Oversee publication of the Society's twice annual newsletter.
- Ensure that web, Facebook, and other social media sites are kept up-to-date and ensure that articles about the Society appear in local publications in a timely manner.

Programming & Marketing

- Lead Programming Committee in developing mission-appropriate educational programs for people of all ages.
- Identify ways for the Society to enhance local history and Colonial American curricula in the Sudbury Public Schools. Create student volunteer and/or internship programs.
- Maintain a calendar of events.

Facilities Usage & Maintenance

- Oversee daily building operations and grounds and coordinate with Town on routine maintenance and overall building appearance
- Support and advise Collections Committee to assess current collections, manage limited space considerations, and ensure proper storage and protection for items in the collection

QUALIFICATIONS:

- Minimum of five years' experience with a museum, cultural institution, or other non-profit organization.
- Undergraduate degree in a relevant discipline.
- Graduate degree with specialization in subjects such as museum management or historic preservation is preferred.
- Experience with PastPerfect and Desktop Publishing software is a plus.
- Infectious passion for local history.
- Strong writing and presentation skills, and ability to delegate work to others.
- Ability to create a welcoming, collaborative and mutually supportive work culture with volunteers and active Board members
- Visionary individual with the ability to inspire and include others in that vision.
- Motivated self-starter able to work in an unstructured environment.

This is a full-time position, occasional nights and weekends may be required in support of organizational events.

The Sudbury Historical Society is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To apply, please email a cover letter, resume and writing sample to: director@sudbury01776.org.