

Job Announcement for Executive Director Position

Woods Hole Historical Museum, 579 Woods Hole Road, Woods Hole, MA 02543

12.20.2022

Woods Hole Historical Museum Executive Director

Woods Hole Historical Museum consists of three buildings on a campus on Woods Hole Road in Woods Hole, Massachusetts. It is next to the Woods Hole Library of which it is a division. It consists of the Bradley House, an early nineteenth-century structure with three galleries, including a scale model of the Village of Woods Hole, circa 1895; the 1877 Swift Barn, containing the Small Boat Museum; and the Yale Workshop, circa 1892, an authentic workshop of a Quissett gentleman.

The Steering Committee of Woods Hole Historical Museum seeks an Executive Director to provide leadership, direction, and accountability, engage the public, and help preserve this historic property.

Mission Statement: The Woods Hole Historical Museum is dedicated to the collection, preservation and celebration of the area's unique and colorful past and present, beginning with its farming and fishing roots and wending through centuries of adventurous maritime enterprise, world-renowned scientific exploration and achievement, and the parallel history of summertime recreation that has transformed Cape Cod. This history is brought to life throughout the year with a roster of exhibits, talks, multimedia presentations, special publications, archival resources, as well as with the hands-on living history of our wooden boat-building and restoration programs.

Job Description:

- Manage operations of the Museum buildings and grounds
- Work with the bookkeeper and treasurer to develop and administer a yearly budget
- Actively engage with and energize Steering Committee members, Woods Hole Historical Museum members, staff, volunteers, partner organizations, funders, donors, and other stakeholders
- Supervise and manage one year-round staff member and summer interns, including evaluating staff performance and advocating for appropriate staff compensation
- Oversee the wooden boat building and restoration program
- Working with the Steering Committee, take the lead in developing an annual calendar of events, exhibits, and programs
- Working with the Museum Archivist, ensure that the archives are maintained, properly cataloged, and made accessible to researchers, while directing an active program of new acquisitions
- Working with Buildings and Grounds Committee members and building consultants, oversee maintenance, repair, and preservation of the buildings and grounds
- Represent and promote the Museum widely in the community
- Oversee the creation of marketing and promotional materials, including newsletters, website, social media, press releases, and more
- Identify grant opportunities and work to develop and administer grants to support the operations of the Museum
- With the Steering Committee, develop fundraising appeals and outreach to membership to raise funds for special projects
- With the Steering Committee, plan and administer annual "friendraising" and fundraising events, including annual and semiannual events such as the Model Boat Show and Oyster Event.
- Identify and participate in relevant associations and educational activities to keep abreast of the latest developments in museum and nonprofit management
- With the Steering Committee, implement the existing strategic plan

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Desired Qualifications:

- Master's degree in history and/or museum studies preferred; must have a BA/BS, preferably in history and/or museum studies
- Demonstrated experience running a small museum or historical museum, as well as previous experience in nonprofit management
- Demonstrated experience supervising staff and volunteers and working with non-profit boards
- Successful grant writing and fundraising experience
- Strong computer skills, including experience with Microsoft and Apple products, Past Perfect, WordPress, as well as knowledge of social media ad PR software

Key Skills and Traits:

- Love of history
- Leadership ability
- Communication and writing skills
- Ability to manage projects and people
- Ability to work independently
- Problem solving skills
- Innovative thinker
- Organization and prioritization
- Creativity and curiosity
- Strong work ethic
- Pleasant and outgoing personality who works well with others

Hours and salary: 15 hrs per week in winter; 25 hours per week in summer at \$30 an hour. This position requires some evening and weekend hours.

Additional benefits: Two weeks paid vacation annually, not to be taken during the peak months of late June through August.

This position has some physical demands, including lifting boxes, moving furniture, and setting up/breaking down exhibits. The Woods Hole Historical Museum buildings are not fully accessible, and the Director will need to be able to climb stairs and gain access to attic and basement spaces.

The Woods Hole Historical Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Applicants should send a cover letter, resume, and the names/contact information for three professional references to:

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Charlotte Emans Moore, Vice President, Steering Committee
(WHHMDirectorSearch2023@gmail.com)

This position is open until filled. Preference will be given to applications received by February 28th, 2023.

For more information on Woods Hole Historical Museum, visit our website at woodsholemuseum.org