

MUSEUMS of OLD YORK

TITLE: Executive Director

REPORTS TO: Board of Directors

OVERVIEW OF POSITION: The Executive Director provides leadership to the museum, implements a strategic plan to fulfill the museum's mission, and promotes growth as an organization. The Executive Director oversees operations to ensure quality of services and cost-effective management of all resources.

The Museums of Old York seeks a dynamic, experienced, forward –looking Executive Director who would welcome the challenge of implementing an ambitious strategic plan. The new director will join staff and trustees eager to make significant changes in the ways that Old York preserves and promotes the rich history of the York, Maine region, moving beyond traditional historic house tours to engage new audiences and build on community pride. Settled in 1630, almost wiped out by a Native American raid in 1692 but prospering in the 18th Century from international trade, the town of York has a fascinating heritage. Three long-established historical preservation groups merged in 1984 to create Old York and endow it with eight historic structures. Six of them date from the 18th Century – two houses, a tavern, a warehouse on the York River, a one-room schoolhouse and a jail. The other two – a general store and a farm laborer’s cottage – were built in the 19th Century. Following its first capital campaign a few years ago, Old York built an education center and gallery space on the framework of a 19th Century barn. Almost 4,000 school children from the region visit the center annually to learn about life in York in the late 18th century, but the Museums’ focus is equally on the last two hundred years, a time when York attracted summer visitors and greatly expanded its year-round community. Old York’s large collection of artifacts from the region is among the best in New England. Its library and archives are rich in historic photographs, documents and genealogical information.

Reporting to the Board, the Executive Director leads a staff of six full-time employees, numerous part-time employees and many volunteers. He/she provides interpretive direction of programs, exhibitions and publications. The Executive Director manages the Museums’ financial, human and physical resources and represents the Museums to donors, partners and the community. Experience in museum work, fundraising, staff supervision and financial management is essential. Desirable traits include an MA degree in Museum Studies or a related field, work in a history museum, experience in historical preservation, and work with a non-profit board. The successful candidate will be comfortable working with task-oriented teams composed of staff, board members and community representatives. He/she will have excellent verbal and written communication skills. Old York has a strong health and dental care plan for employees.

Candidates are encouraged to apply as soon as possible but no later than February 29, 2012. Send resumes with a cover letter to oyhs@oldyork.org.

ROLES:

Leader

- Advises the Board
- Promotes change that benefits stakeholders and the organization
- Motivates employees
- Creates and leads an organizational culture of teamwork

Visionary / Information Bearer

- Ensures staff and Board have sufficient and up-to-date information
- Looks to the future for change opportunities
- Interfaces between Board and employees
- Interfaces between organization and community

Communicator

- Demonstrates a keen ability to articulate a mission to a diverse array of audiences and influences others to action
- Serves as the chief spokesperson for the organization

Decision Maker

- Formulates policy and planning recommendations for the Board
- Creates an annual work plan with full staff participation
- Decides or guides courses of action by staff

Manager

- Oversees operations
- Manages human resources
- Manages financial resources
- Manages physical facility resources
- Implements annual and strategic plans

Board Development

- Assists in the selection and evaluation of Board members
- Participates in orientation of new Board members

RESPONSIBILITIES:

1. Board Administration and Support

Supports the Board by advising and informing Board members, interfacing between Board and staff

2. Financial and Operational Management

Recommends annual budget for Board approval and prudently manages organization's resources within budget guidelines and according to current laws and regulations

3. Marketing and Development

Oversees marketing and fundraising, including identifying resource requirements, researching funding sources, developing strategies to approach funders and supervising fundraising documentation

4. Community and Public Relations

Ensures the organization and its mission, programs and services are consistently presented in strong, positive images to relevant stakeholders and directs a marketing program to the community at-large that builds on the museum's reputation

5. Program and Event Delivery

Oversees design, marketing, promotion, delivery and quality of education programs, museum programs, special events and visitor services

6. Library and Curatorial Services

Oversees the development and maintenance of focused archives and collections policy using strategic acquisitions and de-accessioning that conform to current museum standards

7. Human Resource Management

Effectively manages the human resources of the organization according to authorized personnel policies and procedures and remains current on applicable laws and regulations

8. Facilities and Grounds Management

Oversees the secure use and maintenance of buildings, equipment, supplies, security systems, grounds and parking facilities