

POSITION OPENING

Deadline to apply: Jan. 21, 2023

Institution: Schuyler County Historical Society

Job Title: Executive Director of Museums

Institution Website: schuylerhistory.org

Job Location: 108 N. Catharine St., Montour Falls, NY 14865

About the Institution: The Schuyler County Historical Society preserves and shares the artifacts and stories of the history of Schuyler County and its eight towns and four villages. The Historical Society was chartered in 1975. It owns and manages four facilities: the flagship Brick Tavern Museum, the adjacent Wickham Rural Life Center and the one-room Lee School Museum, all in Montour Falls and the only museums in Schuyler County. We are honored to also own and manage the 1880 Lawrence Chapel in the Town of Catharine, now used as a small-event space, primarily weddings.

Job Description: This is an in-person position. The Executive Director manages the day-to-day operations of the Brick Tavern Museum and the Wickham Rural Life Center, which are open year-round, and the Lee School, which is open for special events, group tours and by appointment. The Executive Director also is the administrator of the Historical Society, a membership organization. The Executive Director reports to the Historical Society Board of Trustees and works closely with the Board and its committees.

Specific Duties:

- Responsibility for the daily operation of the Brick Tavern Museum, and its Gift Shop, and the Wickham Rural Life Center, including greeting visitors, leading tours when requested and maintaining the appearance of exhibits. Answering phone calls and dealing with postal mail and email is also required.
- Responsibility for monitoring the overall condition of the facilities and equipment.
- Recruiting volunteers and assigning and supervising their projects, which may be general research, genealogical research and digitization projects.
- Managing the Research Library and its resources and the Historical Society's archives.
- Assisting appropriate Board committees with programming and events.
- Managing Historical Society membership and fundraising.
- The Executive Director may be asked to write grant applications.
- Responsibility for all Historical Society marketing, including writing and distributing news releases, designing and distributing flyers, handling paid advertising and maintaining the Facebook page, Instagram account and website.
- Designing and composing the quarterly Vista newsletter.

- Maintaining relationships with local and regional organizations with whom the Historical Society partners for programming and events.
- Representing the Historical Society at other organizations' events as needed.
- Attending all meetings of the Historical Society Board of Trustees as well as meetings of Board committees, as requested.
- Attending in-person or online professional development courses or conferences, as requested by the Board.

Job Requirements:

- Background in a leadership role, preferably as an administrator with supervisory experience.
- Excellent oral and written communication skills.
- Skillful in the use of desktop computers, laptops, scanners, printers and digital cameras.
- Competency in the entire Microsoft Office suite.
- A full range of body motion to include standing, walking, using stairs, speaking, listening, stooping, kneeling and reaching.

Education: A BA degree or BS degree in an appropriate field or suitable experience pertinent to museum administration.

Qualifications: The successful candidate must be a team builder, organizer and someone who enjoys working with people. The successful candidate must also be a self-starter and able to work alone. Familiarity with Schuyler County and its history is a plus, but not a requirement.

Position Type: Part-time; 28-33 hours per week. One night per week year-round. Saturday hours in July through the end of October.

Salary range: \$26,000 to \$34,000, based on an hourly salary of \$18 to \$22.

Benefits: Paid vacation, holidays and personal days. Health benefits may be negotiated.

How to Apply: Send cover letter and resume to info@schuylerhistory.org. The deadline to apply is Jan. 21, 2023.