

Museum Director F/T, exempt, \$34,000

Reports to Board of Directors

The Museum Director is the executive staff member of the Gresham Historical Society. The Museum Director reports to the Board of Directors and participates in the development, management, and execution of long-term goals, projects, and programs to fulfill the mission of the Gresham Historical Society.

Position Responsibilities

- Contribute to the development of long-term institutional, strategic, intellectual, and outreach goals for the Museum; create, recommend, and administer museum policies and procedures
- Lead in the development of ambitious fundraising programs to support annual operations, capital improvements, endowment growth, and special projects. Work with the Board of Directors to create strategies and plans to achieve fundraising goals and objectives.
- Establish and maintain cooperative and effective working relationships with visitors, volunteers, donors, venue renters, vendors, contractors, and representatives of other museums locally and nationally.
- Create, institute, and execute plans and programs for community engagement, collection management, educational interpretation, development campaigns, and facilities management; manage and participate in the development and implementation of goals, objectives, policies and priorities for programs and projects
- Assure that institutional goals and programs are developed with integrity in alignment with industry standards and in sensitivity to multiple perspectives and diverse communities
- Lead, manage, and inspire staff and volunteers ensuring they have the skills, training, and support to meet work plan objectives while also realizing individual goals for professional growth and development

Position Duties

- Manage and oversee all day-to-day museum operations, including but not limited to volunteer, facilities, and venue management
- Manage and oversee all museum programs, including member and donor management, curation of exhibitions, events, and research requests
- Interface and report monthly to the Board of Directors regarding museum operations

Preferred Qualifications

- Bachelor's Degree in History, Museum Studies, Non-Profit Administration, or similar degree AND 2-3 years of related experience, preferably in museums or nonprofits;
- OR 3-5 years of combined education AND related experience.

The ideal candidate will bring energy, vision, and resourcefulness to this important position.

Must have a working knowledge in museum management principles and practices; general administrative principles, practices, and methods; budget development and management; supervisory experience, including techniques of planning and delegating work. Candidate must have strong leadership, decision making, interpersonal, planning, and organizational skills; strong written and verbal communication skills; solid presentation, negotiation, problem solving, conflict resolution, and meeting management skills. Must be comfortable and up-to-date on the use of technology and social media.

Email letter of interest and resume/CV to director@greshamhistorical.org