

## **Sharon, Ct - Historical Society & Museum Executive Director**

**Job Description:** The Sharon Historical Society & Museum is seeking an experienced and dynamic Executive Director to lead our organization. This is a 30-hour part-time position. The Executive Director works closely with our active board of directors and is responsible for overseeing and coordinating all aspects of the museum's operations including exhibitions, collection management, educational programming, and fundraising. The Executive Director is assisted by and supervises a full-time staff curator and an active corps of volunteers. The ideal candidate will have a proven track record in museum management or a related field.

### **About:**

The Sharon Historical Society & Museum plays an active role in the community and the region by preserving, collecting, and sharing Sharon's stories. In addition to preserving a unique collection of historic objects and archives, the Museum mounts changing exhibitions inspired by the region's rich history, develops school and public programs, and maintains an extensive research library.

Current major projects include the design of a permanent exhibition of the history of Sharon and the region, a comprehensive collections inventory, the processing and exhibition of the recently acquired archives of local photographer Frances Morehouse Kelsey, and the collection of oral histories of longtime residents.

The SHSM works closely with New England's top historical museums and associations and strives to be a center of excellence. Recent exhibitions have included an exhibition of the work and life of James Audubon in conjunction with the local Audubon society, the history of Jewish farmers in the region, and the display of a unique collection of handmade samplers and the stories of the young women who made them.

The museum is located in the historic Gay-Hoyt house on the village green of the picturesque New England town of Sharon, CT in the foothills of the Berkshires. The area is known for its industrial, agricultural, and architectural heritage, and its natural scenic beauty. Sharon has a thriving arts community, sports and recreation activities from skiing to fly fishing to hiking, and proximity to the region's top cultural attractions

## **Responsibilities:**

- Works closely with the Board of Directors to develop and implement strategic plans and initiatives to achieve the museum's mission and goals
- Manage the museum's collections, including acquisition, preservation, and exhibitions
- Coordinate with the local school system to develop educational programming
- Works to build and maintain relationships with donors, sponsors, and the community
- Seeks grant and funding opportunities to support the museum's operations and initiatives. Writes grant applications.
- Supports the Treasurer to manage the museum's finances, including budgeting, forecasting, and financial reporting
- Supervise the full time curator and corps of volunteers
- Ensure compliance with legal and regulatory requirements, including those related to collections management, exhibition development, and public safety
- Represent the museum at professional conferences, public events, and community outreach activities

## **Qualifications:**

- Bachelor's degree in museum studies, history, art history, or a related field; Master's degree preferred
- Minimum of three years of experience in museum management or a related field
- Demonstrated success in fundraising, grant writing, and donor relations
- Strong leadership, communication, time management, and interpersonal skills
- Knowledge of best practices in museum management, including collections management, exhibition development, and educational programming
- Experience with financial management and budgeting, including relevant software

The Sharon Historical Society & Museum is an equal opportunity employer. The museum does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.

**To Apply:** Please submit a cover letter, resume, and three professional references to [hr@sharonhist.org](mailto:hr@sharonhist.org)

## **How to Apply / Contact**

Resume, cover letter, and contact information for three references

**Salary:** \$30,000.00 yearly

**Type of Position:** Part-Time