

Oyster Bay Historical Society
Angela Koenig Research Center
20 Summit Street
Oyster Bay, N.Y. 11771

FULL-TIME POSITION AVAILABLE:

Position Title: Executive Director, Oyster Bay Historical Society

Position Description: The Executive Director of the Oyster Bay Historical Society is responsible for managing the historic Earle-Wightman house and grounds as well as the Angela Koenig Research Center, which houses the society's collections and exhibition space. The Director develops and presents historical exhibitions highlighting Oyster Bay's history from the seventeenth century to the present and coordinates educational programs for all ages. S/he also coordinates art exhibitions of local artists who donate to the society portions of their sales arising from these exhibitions. The Director also supervises volunteers and paid staff, including a collections manager, and is responsible for the society's budget and fundraising efforts in collaboration with the Board of Trustees. The Director coordinates the Town of Oyster Bay's maintenance of the buildings and grounds, and is responsible for regular communication with society members and the Oyster Bay community through the society's website, newsletter, and social media.

Salary: Commensurate with experience starting at \$62,000.

Qualifications: B.A. in History or a related discipline is required; Master's in History or Museum Studies (or related discipline) is preferred. At least five years of management experience in a museum, historical organization, or related non-profit organization is required. Experience working in a community with diverse histories is a plus.

Contact Information:

Please attach resume, cover letter, and three professional references. Send to:

Stephen V. Walker, President of Board of Trustees
Oyster Bay Historical Society
oystersongs@gmail.com

Website: www.oysterbayhistorical.org

Application deadline: August 10, 2017