

Director, John F. Kennedy Presidential Library and Museum, Boston, MA

The National Archives and Records Administration (NARA) invites applications for the position of Director, John F. Kennedy Presidential Library and Museum. This institution is part of the Presidential Library System, administered by the National Archives and Records Administration (NARA). The John F. Kennedy Presidential Library and Museum is located in Boston, MA.

The Library Director plans, directs, and administers all programs and activities of the Library and Museum, including archival, exhibit, public and educational programs. The incumbent works closely with NARA officials to ensure Library operations are in alignment with the Agency's strategic goals. The Director maintains close working relationships with the former President's family and the privately funded support organization; develops cooperative relationships and partnership ventures with academic and other institutions in support of the library's mission and goals; and conducts extensive public relations and fundraising activities in support of the library and museum.

This position is an excepted service Senior Level (SL) appointment within the Federal Government and serves at the pleasure of the Archivist of the United States. The salary range for the position is \$126,148 - \$174,500. Relocation expenses may be paid. Detailed information about NARA and the national Presidential Library System is available at www.archives.gov. The deadline to apply is **June 18, 2018**.

Desired Qualifications:

- Extensive experience directing a historical, archival, cultural, philanthropic, educational, or governmental institution.
- Demonstrated success in cultivating and maintaining public-private or other coalitions and partnerships to advance the programs and missions of a public or private institution.
- Demonstrated ability to lead and to create a dynamic working environment.
- Demonstrated ability to work in a large, complex organization.
- Exceptional written and oral communication skills.
- Creative and thoughtful regarding the utilization of new technologies
- Innovative thinker in leveraging NARA and Foundation assets to market the museum to drive attendance
- Excellent judgement and creative problem solving skills
- Exceptional negotiation and conflict resolution skills
- Interest and understanding of events and issues of the 20th Century sufficient to contribute appropriate historical perspective and intellectual leadership to the work of the Library and Museum and its presentation to the public.
- U.S. citizenship is required for this position.

To Apply:

The deadline to apply is June 18, 2018. Applicants should submit a resume and a statement addressing how their qualifications and experience relate to the qualifications outlined above to:

Office of Presidential Libraries (LP) – Room 2200F
National Archives and Records Administration
Attention: Library Director Application
8601 Adelphi Road
College Park, MD 20740-6001

Fax: [301-837-3199](tel:301-837-3199)

Email: Directors.Applications@nara.gov