

The Greene County Historical Society

Mission - *To promote an appreciation of Greene County History through the preservation and interpretation of local artifacts and stories in order to educate the public and future generations through a narrative of the rich heritage of Greene County and its surrounding areas.*

Position Title - Executive Director of the Greene County Historical Society

Reporting Structure – The director reports to the board of directors appointed by a vote of The Greene County Historical Society. The board of directors monitors responsibilities, duties, compensation and benefits. During board meetings, the board of directors makes all decisions by way of vote, during day-to-day working hours; the Executive Director fulfills the day-to-day decisions and operations concerning the museum, informing the board of director's of actions at each monthly board meeting via a written director's report.

Responsibilities – The director serves the dual role of managing the daily aspect of museum operational and curatorial duties. These include designing exhibits, creating programs and managing projects. The director is also responsible for managing and planning the raising of funds to cover the cost of the museum and collection maintenance. Fundraising activities might include museum promotion, charity event management and securing grants. Administration, research and collection maintenance are general, day-to-day director duties and motivated self-starter. Other duties to be assigned.

Qualifications – Four-year college degree preferred, demonstrated ability in management of a non-profit organization (preferably in the museum field), grant writing experience and basic computer skills.

Benefits – This is a full-time salaried position with paid time off. This position has no health or retirement benefits.

Apply – Applicants should send a cover letter, resume and at least 2 work related references no later than 12/1/18 to: khardie@greencountyhistory.com

This position will be open until filled.