



## House & Programs Manager

The National Society of Colonial Dames of America in the State of Ohio (NSCDA-OH) seeks a self-motivated, enthusiastic, knowledgeable professional to manage the Betts House/ NSCDA-OH Headquarters. The Betts House is an 1804 historic house museum located in the Betts-Longworth Historic District in Cincinnati's West End. The NSCDA-OH through the Betts House generates exhibits and programs focusing on the early history of Cincinnati, genealogy, and historic preservation.

The position is part-time (hours per week are negotiable)

### Responsibilities:

- Direct the Betts House daily operations, including scheduling, special events and tours.
- Creation, development and coordination of exhibits and educational programs.
- Fundraising and PR including Annual Fund campaign, exhibit and program sponsorships, and membership development, and social media campaigns.
- Grant research, writing and administration.
- Manage, secure and maintain the property, exhibit gallery and other museum spaces of the Betts House, as well as the collections and objects contained in the museum exhibits; regularly assesses property and building.
- Collaborate with NSCDA-OH Board of Trustees to develop and prepare annual budget and business plans; monitors expenditures to ensure that budgetary guidelines are followed.
- Coordinate the walking tour program.
- Assist NSCDA-OH Board Officers with administrative operations.
- Volunteer and intern management.
- Performs other duties as assigned.

### Requirements:

- Basic knowledge of historic preservation and local Cincinnati history, Master's degree in Public History, US History or Museum Studies preferred
- Experience conceiving and creating historical exhibits and educational programs
- Marketing and communications experience, in particular with social media
- Knowledge of annual fund campaigns and sponsorships
- Excellent research, writing and communication skills
- Grant writing experience
- Flexibility to handle multiple projects at once
- Experience supervising volunteers and interns.

Interested candidates should email **resume and cover letter** to [info@thebettshouse.org](mailto:info@thebettshouse.org) by January 31, 2019.