

Executive Director
Orange County Regional History Center &
Historical Society of Central Florida
(County title: Manager II)

TO APPLY: Please visit www.ocfl.net. Click on the employee tab, then career opportunities, and then external applicants. Search for Job ID 34331 and click the link. You will then be directed to apply for this specific job posting.

Job Code: 8100 **Pay Grade:** [945](#) **FLSA Status:** Exempt

Overview:

The Orange County Regional History Center is seeking a highly qualified individual to fill the position of Executive Director (Manager, Regional History Center). The History Center is a national multi-award-winning, AAM accredited, and Smithsonian affiliated institution centered around its mission: to serve as the gateway for community engagement, education, and inspiration by preserving and sharing Central Florida's continually unfolding story.

This position is responsible for management and strategic oversight of the museum, including finances, development, collections, exhibitions, education, programming, facilities, and more. Work is performed with considerable independence under the general supervision of Orange County Government's Community and Family Services Department and the Board of Directors of the Historical Society of Central Florida.

Representative Duties

- Provides effective leadership to and management of 35+ museum staff, physical, and financial resources in order to sustain the museum's excellence and broaden its impact.
- Serves as the appointed museum manager under Orange County Government and appointed Executive Director of the Historical Society of Central Florida, Inc.
- Serves as a liaison between the museum with representatives of its dual governance.
- Ensures all activities and work of the History Center are in keeping with the mission, as well as best standards and practices of the field and the museum's American Alliance of Museums accreditation status, including ensuring compliance with all relevant regulations, policies, and procedures relating to its effective operation.
- Responsible for managing Orange County and Historical Society assets and ensures appropriate fiscal management policies and procedures, creating a strong and stable financial foundation for the museum.
- Fosters a culture of respect and appreciation between governance and staff, building accountability through a clear strategic plan and expectations, and providing professional development and enrichment opportunities for staff.
- Serves as the proactive spokesperson, ambassador, and chief advocate for the History Center, cultivating and maintaining strong relationships with community partners and stakeholders, donors and funders, as well as other local cultural organizations.
- Ensures the museum's collections, research library, and other historic assets are representative of and made accessible to the community.

- Oversight of capital projects, care of facilities and grounds, and contracted security and janitorial staff.
- Performs other related duties as assigned.

Minimum Qualifications

- Graduation with a bachelor's degree from an accredited college or university in museum studies, non-profit management, history, or a closely related field and six years of progressively responsible museum or historical center operations experience, to include a minimum of three years of personnel management experience; or an equivalent combination of education, training, or experience.
- Effective and exceptional written and verbal communication with both internal teams and external stakeholders; comfortable with public speaking; possesses a strong working knowledge of museum best practices.
- Complete work history, including internships and volunteer positions must be included in online application. Applications without work history will not be considered and will be deemed incomplete. Please include a cover letter and your resume in a single pdf or document during submission. Resumes will not be accepted in lieu of online application.

Preferences

- Graduation from an accredited college or university with a master's degree in museum studies, non-profit management, history, or a closely related field; or an equivalent combination of education, training, or experience.
- Demonstrated success in development, fundraising, and capacity to build strong community relationships.
- Historical anthropological knowledge of Florida and American material culture.

The above description and qualifications are not all-inclusive and represent a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the strategic plan or as designated by governing bodies. Work environment is a combination of office setting and event attendance, with some walking and driving between varied locations; must be able to lift up to 25 pounds.

*Final Candidates must successfully pass a background screening and fingerprinting, must be able to live and work in the United States and may be required to pass a drug test. Interview and relocation expenses are not offered.

Additional Information:

Hours Per Week: 40 Hours

Schedule: Generally, 8:00 am – 5:00 pm, Monday – Friday, evenings and weekends required as fit the needs of the business.

Primary Work Location: Orange County Regional History Center, 65 E. Central Blvd., Orlando, FL 32801

Salary: \$55.48 – \$88.77 and a lucrative benefits package.

*Potential salary exceeding the minimum is evaluated by Human Resources and the Department Director