

Position Announcement: Interim Director of the Jefferson County Historical Society

The Jefferson County Historical Society, (JCHS) Watertown, NY, seeks an energetic, creative, and goal-oriented leader to serve as Interim Director while the JCHS Board conducts a search. The Interim Director will be able to apply for the full-time position as Director.

About the Jefferson County Historical Society:

The JCHS operates the Paddock Mansion in downtown Watertown. The JCHS works to preserve the cultural and historical heritage of the County. Its holdings include a substantial collection of artifacts, photographs, documents, and ephemera related to the history of the County. Strong partnerships within the community are vital to the organization. The JCHS is beginning a series of grant-funded updates to the Paddock Mansion, which will include building and HVAC repairs, a new roof and an elevator.

Job Description:

The primary responsibilities of the Interim Director are the management of the JCHS, which includes operation of the Paddock Mansion, and the management of the collection. In conjunction with the Board, the Interim Director will undertake long- and short-range planning, policy development, budget preparation and development of programs and services. The Interim Director will manage a part-time assistant, a part-time maintenance person and volunteers that support the core work of the organization. The Interim Director represents the JCHS in the community, participates in events which increase awareness of the JCHS, and performs duties which foster the donation of relevant artifacts and funds.

Essential Duties and Responsibilities of the Interim Director:

- Supervises Paid and Volunteer Staff
- Financial records, Reports, and Proposals: Performs ongoing daily financial management. Works with the Board to develop a yearly budget.
- Planning: Works with the Board on strategic planning and annual goals and objectives.
- Exhibits: Works to implement exhibits.
- Collection: Works with the Collections Committee to ensure items donated to the JCHS are appropriately reviewed, accessioned, conserved and cataloged.
- Community Outreach: Develops programs, community activities, and appropriate meetings which further the mission of the JCHS
- Membership: Works to increase membership numbers and member benefits.
- Facilities: Coordinates maintenance of the museum building, grounds, and equipment.
- Museum Gift Shop: Provides oversight on the shop.

Position: Available immediately. It is expected the Interim position will continue through March 2020. Approximately 20 hours per week.

Contact: Email cover letter and resume, in PDF format, by November 8, to: JCHSsearch@gmail.com