

Mount Prospect Historical Society
101 S. Maple Street
Mount Prospect IL 60056

Position: Executive Director

Status: Part-Time, 20 hours per week, salaried

Schedule: Flexible day hours. Tuesday – Friday. Schedule coordinated with Office Manager so that the office is staffed Tuesday through Friday. Requires flexibility to work evenings and weekends as needed. Schedule subject to change to meet needs of Society.

Reports to: Board of Directors

Purpose: The Executive Director represents the Society in the community. This position implements Board policies; develops and maintains the public profile of Society; manages the Dietrich Friedrichs Museum and campus buildings; manages the collections; develops and presents educational programs; writes and designs newsletter; manages a volunteer workforce; works with Board on final phase of restoration for Central School.

The job involves working closely and effectively with Board officers, administrative assistant, directors, committees and volunteers; requires professional knowledge of museum and collection management; requires teamwork and leadership; and ability to work effectively with community leaders, organizations and residents of all ages.

The position requires excellent computer, communication, public speaking, organizational and interpersonal skills.

Essential Duties:

- Administration 15%
- Collection/Resource management 35%
- Community Outreach/Public presentations - 20%
- Public Relations/Marketing – 30%

Education/Experience

Bachelor Degree in history, museum studies or related field. Specialized certificates a plus. Minimum two – five years of experience in field.

Specific duties/responsibilities

Administration

Attends and assists at fund raising events
Attends and reports at monthly Board meetings
Attends committee meetings

- Attends continuing education, seminars, workshops and conferences when funds allow
- Collects statistics and prepares reports when requested
- Implements grants including monitoring expenditure of funds and proper documentation
- Oversees and manages the Dietrich Friedrichs Museum and campus buildings
- Provides input into budget as prepared by executive Board
- Recommends policies to the Board
- Researches and responds to queries for information
- Researches and writes grant proposals
- Supervises and trains volunteers
- Works with Board on fundraising plans for operations and special projects
- Writes monthly report
- Writes policies and procedures for Board approval as appropriate

Public Relations/Marketing

- Answers queries from the media
- Attends community events and meetings when appropriate
- Designs graphics and written materials when requested
- Develops and maintains public profile of Society
- Prepares report of Society activities for distribution to the Village Board
- Prepares publicity and marketing materials when needed
- Represents Society in the community
- Writes and designs the newsletter

Collection/Resource Management

- Catalogs acquisitions with assistance of volunteers
- Applies appropriate preservation methods to collections
- Ensures proper storage of museum artifacts
- Maintains research files
- Monitors and ensures proper environmental controls for the collections
- Organizes collections effectively within museum campus and off-site storage
- Recommends accessioning and de-accessioning of acquisitions

Outreach/Public Presentations

- Develops and creates public exhibits for the museum
- Develops and presents educational programs for the public, community groups and schools
- Promotes local history
- Provides tours
- Works collaboratively with other Mount Prospect organizations
- Attends Village Board meetings when appropriate

Other duties as assigned

Abilities, Knowledge and Skills

Ability to access, input and retrieve data from the computer
Ability to act with diplomacy
Ability to innovate
Ability to delegate
Ability to establish and maintain effective working relationships
Ability to establish standards for collection management
Ability to exercise independent judgment
Ability to listen effectively
Ability to maintain confidences
Ability to meet deadlines
Ability to organize and prioritize work effectively
Ability to perform light to moderate work
Ability to problem solve
Ability to reach and stoop
Ability to train
Ability to work independently with minimal supervision and direction
Ability to work with volunteers effectively
Ability to utilize diverse skill sets within groups of volunteers
Creative
Demonstrate initiative
Enthusiastic and passionate about history
Excellent computer skills
Excellent knowledge of professional practices, procedures, and techniques of museum management
Excellent public speaking skills
Excellent time management skills
Excellent written and verbal communication
Flexible and adaptable
Innovative
Knowledge of community needs and interests as they pertain to the Society
Knowledge of current technology and application to museum operations
Knowledge of grant resources for museums
Knowledge of standard fundraising techniques and standards and the application to museums
Knowledge of volunteer management
Professional demeanor
Proficient in Microsoft Office applications
Proficient in PastPerfect
Public Service oriented
Self-directed
Self-motivated
Skill and knowledge with Adobe and Wordpress
Teampayer
Thorough knowledge of Mount Prospect history

7/2013