

## **Sheboygan County Historical Society and Museum**

### **Executive Director Position**

**November 5, 2012**

**Position Overview:** This is an Executive Director position responsible for planning, organizing, developing and directing the overall operation of the Society. Provides leadership to the organization including financial planning, accounting, fund raising, and educational program development. The position is appointed by the Board of Directors of the Sheboygan County Historical Society. See job description for full list of duties.

**Hours of Work:** Core hours are 8:00 AM to 5:00 PM based on a 40 hour week. As a salaried employee, work will occasionally be required above and beyond the core hours.

**Position Requirements:** Bachelor's Degree in the following or closely related fields: Finance, History, Business Administration, Education, or Public Administration. Excellent verbal, interpersonal, organizational, and written communications skills required and ability to work effectively with staff, volunteers, patrons and community leaders. Acceptable combination of education and experience will be considered.

**Residency Requirements:** Sheboygan County residency is required.

**Pay and Benefits:** Competitive salary commensurate with experience and benefit package options.

**Hiring Process:** Applications will be reviewed based for a combination of education, experience and achievement. A selection of qualified individuals will be invited to participate in the interview process which may involve several interviews. Candidates will be contacted/notified by letter at the conclusion of the search.

**How to Apply:** Completed application and forms are required. Application and related forms and full information are available on-line at

[www.co.sheboygan.wi.us/html/d\\_museum.html](http://www.co.sheboygan.wi.us/html/d_museum.html) or at the

Sheboygan County Historical Museum  
3110 Erie Avenue  
Sheboygan, Wisconsin, 53081  
(920) 458-1103  
[koeppnlk@co.sheboygan.wi.us](mailto:koeppnlk@co.sheboygan.wi.us)

**Deadline:** November 23, 2012 - 5 pm. Applications must be received at the Sheboygan County Historical Museum by this date or postmarked by November 23, 2012.

An Equal Opportunity Employer