



Octagon House Museum Executive Director

PURPOSE: Manage operations, administration, revenues, and supervision of the Octagon House Museum complex.

SALARY: \$42 – 50k commensurate with experience

DUTIES:

- Act as administrator for organization and museum, serve as liaison to Board
- Maintain master schedule of reservations, volunteers, staff, meetings, events
- Ensure staff and committees have plans approved for exhibition, interpretation, events, programming, and promotions developed and ready to implement each calendar year
- Collaborate with committees and staff to expand and enhance public opinion and support of the organization and museum
- Work with committees and staff to coordinate volunteer support; recruit, train, retain, and supervise museum complex volunteers, interns, and event and committee support, track volunteer hours and activities
- Track and document daily activities, admissions, and revenues
- Expand revenues through grants, annual giving campaigns, fundraisers, gala events, member drives, sponsorships, donor support, endowments, etc.
- Collaborate with treasurer, staff, and committees to draft annual budget
- Assist treasurer with finance management and preparation of documents for accountant, and filing taxes, running monthly payroll
- Act as the primary public representative of organization and museum
- Further organization and museum mission to “Bring history to life!”

SCHEDULE:

- Museum is open 11am to 4pm, Friday to Sunday, May to October, and first three weekends of December. Events and private tours arranged at reasonable times.
- The Executive Director shall commit to 30 hours per week, working on site two weekends monthly, and one open day weekly when open to visitors.

JOB REQUIREMENTS:

- MA degree in Non-Profit Management, Public History, Cultural Resource Management, Museum Studies, or similar.
- Excellent interpersonal and presentation skills.
- Familiarity with historic methods, collection management, and museum practices.
- Solid background in administration and project management.
- Interest in and willingness to continually enhance understandings of the Octagon House and Hudson history from 1850s to the 1950s.