**Tomah Area Historical Society & Museum**

**Assistant Director Position**

The Tomah Area Historical Society is seeking an assistant director to plan, coordinate, and administrate the work of the organization in collaboration with the executive director and the volunteer Board of Directors. We collect and preserve the Tomah area’s history though a free museum. We have an active volunteer staff who are docents at both the museum and the Little Red School House in Gillett Park in Tomah. We have regular educational programing throughout the year dealing with local and national events.

This is a half-time position, averaging 20 hours per week (will vary depending upon programing/events, museum hours and meetings that may include evenings or weekends). Works with a volunteer administrative assistant/computer specialist, volunteer curator, and occasional summer college interns.

Starting salary range is $15,000-$25,000, depending upon qualifications and experience. This is a contract position.

**Overall Responsibilities:**

Job-shadow the executive director to learn all the aspects of that position to be able to qualify for advancement to that position within one year.

The executive director executes the vision of the Board of Directors. Organizes meetings, ensures the execution of recommendations and actions of the Board and other committees. Acts as the head of the Planning Committee, serves on the financial committee with the Treasurer to prepare the annual budget and deal with investments.

The executive director is responsible for the overall museum operation and management to include a gift store. Facilitates the volunteer program though a volunteer coordinator who manages and schedules volunteers. Supervises and trains SER employees, verifies and signs their timecards.

The executive director coordinates all aspects of financial appeals, membership dues, writes grants and other donor relationships.

Executive director plans and executes external relationships and marketing efforts including print, web, and social media. Represents the Historical Society as an ambassador in the local Chamber of Commerce. May serve (when appointed) to the City’s Historical Preservation Commission. Is a member of the Monroe, Juneau, Jackson Genealogical workshop, which meets and has an office within the museum.

**Required Qualifications:**

Strong written, oral, and interpersonal communication skills to work effectively with diverse stakeholders such as Board members, volunteers, and staff.

Proven organizational, planning, prioritization, and execution skills.

Proficiency in computer software including Microsoft Word, Excel, and PowerPoint.

Flexibility to adjust working hours to the needs of the organization.

Willingness to develop a knowledge of the Tomah Area history to include surrounding villages and townships.

A background check will be made of the selected individual.

**Preferred Qualifications:**

Demonstrated successful experience in the non-profit sector.

Experience with donor engagement/fundraising.

Knowledgeable in museum overhead scanners for digitation and Interactive Touch Screen Kiosks.

**How to Apply:** Applications will be accepted until the position is filled but not later than June 30, 2024. A cover letter, resume/CV, three references (references will be contacted during the final round of interviews. Submit applications to Executive Director, Tomah Historical Society, 321 Superior Avenue, Tomah, Wisconsin 54660 or by email at [tomahmuseum@charter.net](mailto:tomahmuseum@charter.net).

The Tomah Area Historical Society is an equal opportunity employer. We celebrate diversity and are committed to creatin an inclusive environment.