

Job description: Carpenter Museum Director

February 2019

Reports to: Rehoboth Antiquarian Society Governing Board

Hours: Approximately 20 - 25 hours/week

Supervises: Assistant director, Research Center manager, Interns, Volunteers

Primary Purpose

The Director provides leadership, coordination, and oversight for the development and realization of exhibits, programs, services, and collections of the Carpenter Museum and is responsible for its overall well-being. This is done in accordance with the provisions set forth in the Mission Statement and By-Laws of the Rehoboth Antiquarian Society and the guidance of the Governing Board.

Regular Duties and Responsibilities

1. Programming.
 - a. Promote the history of Rehoboth through a variety of Museum activities such as workshops, lectures, educational programs and exhibits, events, and fundraisers.
 - b. Evaluate our exhibits, programs, services, and collections with an eye to their effectiveness as education, preservation, and entertainment and with the aim of improving and refining the Museum's performance. Make recommendations for improvements or changes.
2. Collections care.
 - a. Be responsible for the documentation, care, exhibition, and storage of the Museum collections in accordance with sound collections management practices.
 - b. Work with the Collections Committee to decide on acquisitions and make recommendations to the Board for deaccessioning or for loans to other institutions.
 - c. Oversee appropriate use of the collection by patrons, and make collections accessible through both physical and digital exhibits.
 - d. Encourage use of the collection for research and explore ways to improve its accessibility.
3. Outreach and education
 - a. With Museum staff, establish a schedule of weekly opening hours and special programs.
 - b. Prepare Museum-related material for the RAS newsletter and website and for the members' magazine. Ensure publication on a regular schedule.
 - c. Oversee regular communication with RAS members
 - d. Work with the Assistant Director and Development Committee to publicize the Museum and its offerings in various media and to encourage RAS membership.
 - e. Work with Rehoboth schools on 3rd-grade visits and other ways of encouraging the study of local history.
 - f. Promote partnerships and collaboration with nearby cultural entities and institutions and maintain friendly and mutually beneficial relationships with local community groups.

4. Supervision of staff and volunteers
 - a. Oversee staff members in the performance of their respective responsibilities.
 - b. Communicate with staff on a regular basis both individually and in group meetings to achieve a healthy two-way information flow and collaborative efforts. Support and review their work.
 - c. Encourage professional development through organizational membership in related associations and organizations. Attend seminars and workshops oriented to historic Museum topics.
 - d. Direct and encourage the use of volunteers to help carry out the programs, activities, and services of the Museum. Help develop plans for recruiting, training, and recognizing museum docents and other volunteers.
5. Oversight of buildings
 - a. Oversee the maintenance and repair of the Museum and Barn, grounds, and equipment, including the scheduling of cleaning and landscaping services and other routine work.
 - b. Work with Buildings and Grounds committee to identify, budget for, and plan a schedule of both routine maintenance and any necessary repairs and improvements.
 - c. Maintain a current calendar of Museum activities use of facilities by community groups.
6. Financial oversight
 - a. Work with the Treasurer and Assistant Director to develop and implement an annual budget. Keep annual operating expenses within annual operating income.
 - b. Apply for grants as appropriate.
 - c. Recommend to the Board any major expenditures for capital improvement.
 - d. Ensure that bills are paid and that financial records are kept up-to-date in both hard-copy and digital form.
7. Communication with the RAS Governing Board
 - a. Submit monthly reports to the Board. Attend the monthly Board meetings on a regular basis and submit any items to be added to the agenda.
 - b. Provide the President and Governing Board with information and suggestions regarding Museum matters.
 - c. Facilitate communication between the Museum staff and the Board
 - d. Refer to the President for direction between Board meetings.

Qualifications required:

- Demonstrated knowledge of best practices in collections management
- Strong organizational and communications skills
- Enthusiasm for working both independently and collaboratively
- B.A. in Museum Studies, History, or a related field
- Familiarity with PastPerfect database software preferred