



Job Posting– July 7, 2021
Deadline- July 21, 2021
Full Time-Director
Wistariahurst Museum

Position Purpose: Provides for the administration, interpretation, and preservation of Wistariahurst, a National Historic Landmark and historic house museum, Oversees the repair and restoration of the house and grounds and maintains and improves the efficiency and effectiveness of all areas. Performs other related work as required.

Essential Functions: Establishes vision and goals for the museum in concert with the Mayor, City Council, and colleagues in City leadership. Oversees daily operations of the historic property, its buildings, grounds, and collections. Evaluates and makes recommendations of site improvements, renovations, and restoration; establishes plans for improvement and preservation of historic site. Oversees the management of capital projects and contractors working on site. Acts as public spokesperson for the museum; facilitates community collaboration and partnerships; corresponds with community leaders to promote general awareness. Implements policies and procedures; administers the budget and finances of the institution. Recommends the hiring of staff and supervises museum staff, interns, and volunteers. Oversees grant seeking and administrative duties and sources of earned income for the site. Develop and maintain PR and marketing strategies for the site and projects of Wistariahurst. Performs similar or related work as required, directed or as situation warrants. *The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Recommended Minimum Qualifications:

Education, Training and Experience: B.A. in a related field. M.A. in preservation preferred.

Experience required: Five or more years working in a museum or similar experience related to management, preservation, and restoration of historic site; or any equivalent combination of education and experience. Experience in financial management, grant administration, and allocation of funding; fundraising and grant writing experience. Demonstrated leadership experience with an emphasis on community building. Supervisory and volunteer management experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the practices and administration of the preservation and restoration of historic sites. Knowledge of the applicable state and local laws and regulations relative to historic sites. Knowledge of legal and ethical obligations regarding public site administration and municipal government management. Knowledge of purchasing processes including bid process, contract oversight, and fiscal administration of capital projects. Knowledge of best practices regarding volunteer management. Knowledge of DEI standards for workplaces and regarding the responsible interpretation of historical topics.

Ability: Must be able to work independently. Demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Able to communicate effectively in writing and orally, including public speaking and media responsibilities. Ability to work effectively under time constraints to meet deadlines. Ability to oversee multiple projects at a time and to delegate work as appropriate to staff and volunteers. Ability to oversee vendors and contractors working on site in a variety of roles.

Skills: Strong management and organizational skills. Skills in financial management, policy development, and strategic planning. Grant writing and revenue-generating skills. Excellent employee relations and volunteer relations skills. Strong technology skills including experience with full Office Suite, media editing software, social media platforms, Wordpress, and Square system and other online payment processing services. Strong written and oral skills. Must demonstrate creativity as it relates to educational and public awareness collateral.



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Physical Requirements: The physical demands of this position are rigorous and include moving furniture, constructing exhibits, walking up and down stairs frequently, walking long distances, garden work, light maintenance work (e.g. changing lightbulbs, empty trash cans), and climbing ladders. Occasional volunteer workdays required long hours of dusting, cleaning, vacuuming, moving mulch, watering, or other rigorous physical tasks. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is frequently required to walk, reach with hands and arms, and talk or hear. Extensive phone and in-person communication are required. Employee frequently has to lift and/or move objects weighing up to 60 pounds such as equipment, exhibit items, supplies, etc. Ability to view computer screens and convey information to the public both written and verbal. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of educational programs and exhibitions at the museum. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Works under the general administrative direction of the Mayor and in accordance with city ordinances. Employee functions independently, referring specific problems to supervisor only when clarification or interpretation of policies or procedures is required.

Supervision Given: Supervises employees, assigns tasks, and monitors performance. Supervises large group of volunteers.

Job Environment: Work is performed under typical office and museum conditions and may be exposed to outdoor weather conditions; work environment is moderately noisy with frequent interruptions. When in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine; when on site, may be required to operate some hand tools. Makes frequent contacts with the city departments/ boards/ committees, cultural/educational/historical organizations, contractors, local/state agencies, performing artists, other museum professionals, reporters, donors, and the general public; contact is by telephone, in writing, through personal meetings, and meetings with groups. Errors in the administration and management of the site could lead to delays or loss of service, monetary loss, damages to buildings and/or equipment and legal ramifications.

Employment Status & Hours: Regular Full Time, Generally, Monday – Friday, 8:30 a.m. to 4:30 p.m. with extensive weekend and evening requirements dependent upon program schedule, City meetings, and other public obligations.

Fair Labor Standards Act (FLSA) Status: Exempt (Salary)

Pay Rate: \$41,132-\$61,125 per year, paid biweekly

Employee Benefits: Health, Dental, Life & Short-Term Disability Insurance and Flexible Spending Account (FSA)

To apply, please send resume & letter of interest to: Personnel@holyoke.org

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job.