

Townsend Historical Society
Job Description
Draft: August 28, 2017

Position Title: Site Administrator

Reports to: Townsend Historical Society Board of Directors

Hours: 12 hours per week (3 days @ 4hrs/day) for the first year. As-needed hours (for event planning assistance, etc.) may be added on a temporarily basis at the direction of, and approved by, the Board of Directors. Potential increase in regular hours after the first year.

Compensation: \$15--\$18 per hour, depending on qualifications. There will be paid opportunities for professional development such as attendance of conferences/workshops at relevant professional associations. No further benefits.

Qualifications: Bachelor's degree in a relevant field, preferably in American history, business, art or cultural history, historic preservation or museum studies. Two years job-related experience and the ability to work independently. Experience with non-profit institutions managing historic sites preferred. Strong writing and communication skills. Fully competent computer skills including use of MS Word, Powerpoint and Excel. Valid driver's license and a means of transportation required. Ability to work weekend and evening hours as required.

General Description: The Site Administrator is responsible for the management, marketing and fundraising for the Townsend Historical Society, a 501(c)3 non-profit organization. The organization maintains five historic buildings clustered together along the Squannacook River in Townsend, Massachusetts. We seek a dynamic, highly motivated worker with demonstrated experience with nonprofit organizations and their management. The administrator will work with existing volunteers and committees to ensure that day to day operations continue smoothly, and the organization remains an active and visible part of the community, and maximizing public access to the Society. The Society is working on an ambitious plan to grow and the Site Administrator will work with the Board of Directors to successfully execute this expansion.

Specific Responsibilities: In conjunction with the above description, the site administrator will perform the following functions:

1. Supervise general office operations including filing, retrieving mail from the P.O. box, answering phone and email messages, and purchasing. Requests for information from the public shall be documented in a log and answered appropriately either independently or with assistance from one of the volunteer committees or the Society's Board of Directors.
2. Attend monthly Board of Directors meetings. Prepare a written report for Directors and send out prior to the scheduled meeting. Meet with the president to set and distribute the meeting agenda. Participate in discussions. This responsibility is compensated using the weekly hours noted above.
3. Work with existing volunteers and committees established by the Board of Directors and President. Coordinate hours to provide access to these groups.
4. Maintain a local presence within the community. Make regular postings to social media regarding our activities. Send press releases to local newspapers. Maintain an email list through constant contact. Conduct town wide mailings at Board's direction. Maintain informal contact with neighboring historical societies and small museums. Represent the Society at the regional level with organizations such as Freedoms Way National Heritage Area.
5. Occasional support to the Board of Directors for various one-time events such as the presentation to local school children, planning for the Arts and Crafts Fair or researching and assisting with grants. These hours will be added on a temporary basis at the direction of, and approved by, the Board of Directors.

Applications: Please send resume and a cover letter and three references to our email at: TownsendHistoricalSociety@yahoo.com. Please include "Site Administrator Position" in the subject line.