



## **Saratoga History Museum**

### **Museum Director**

Position open November 24, 2009 until filled  
Saratoga History Museum  
PO Box 172  
Saratoga, CA 95070  
408-867-4311  
<http://www.saratogahistory.com>

---

***The mission of the Saratoga Historical Foundation is to preserve the history of Saratoga for the enjoyment of the community.***

The Saratoga Historical Foundation is seeking a part-time Museum Director to manage its historic house museum and local history museum/resource center. The position reports directly to the Saratoga Historical Foundation board of directors, working closely with the president. The M.D. is responsible for overseeing the day-to-day operations of the museum and historic house and implementation of its mission to the general public. The M.D. maintains the overall integrity of the museum, overseeing its collections, its facilities, its programs and their implementation in order to serve the general public and educate its visitors.

### **DUTIES & RESPONSIBILITIES**

**Knowledge of, ability to perform, and ability to train and supervise others (primarily volunteers) in the following areas:**

- Exhibits - works with exhibit committee in creation, maintenance and updating of museum exhibits
- Docents- develops manual, trains, and ensures attendance
- Interpretation – works with docents in exhibit interpretation and in school programs
- Collections management – cataloguing (including archived), deeds of gift, incoming and outgoing loans, rights and reproductions
- Research – answering inquiries from the public

**Assists the Board and other volunteers to:**

- Formulate policies, including governance and collections/acquisitions policies
- Plan overall operations
- Secure operating support through grants, individual and corporate gifts, special events, and more.
- Represent the Museum in the community, building and strengthening beneficial relationships.

**Directs, oversees and reports to the Board on:**

- Facility use/museum/historic house calendar
- Safety and security

### **REQUIRED COMPETENCIES:**

- Strong interpersonal, oral and written communication skills; computer literate. Problem-solving skills.
- Ability to work independently and with volunteers, providing inspirational and motivational leadership.
- Ability to lead and track multiple projects simultaneously, self-motivated, able to meet frequent deadlines.
- Knowledge of current museum practices, archival standards, interest and experience in local history.
- Experience in nonprofit organizations, people management and minimum bachelor's degree required. Education in history and museum studies a plus.

**Computer:** ability to use Microsoft Word, Excel, Past Perfect; nice to know, PowerPoint and other software

**Licenses and Certificates:** Valid Class "C" California driver's license required.

**Compensation:** Commensurate with experience. 20-hours/week. Occasional evening and weekend hours required. Hours somewhat flexible, but should be regular. Contract position.

**How to Apply:** please email (or mail) your resume, cover letter, salary requirements, writing sample and references to Saratoga History Museum, attn: Robert Himel, ([roberthimel@att.net](mailto:roberthimel@att.net)) Saratoga History Museum PO Box 172, Saratoga, CA 95070

**Location:** Must be located locally—no moving expense will be paid..

The Saratoga Historical Foundation is an Equal Opportunity Organization.