

**LaSalle County Historical Society
Executive Director**

GENERAL SUMMARY/BASIC PURPOSE OF POSITION

Under the direction of the Officers & the Board of Directors of the LaSalle County Historical Society, this chief administrative position will manage the affairs of the Historical Society and its Museum Campus, supervise paid and volunteer staff, market the Museum, coordinate events and activities of the Society and generally help the Board grow its non-profit organization and programs.

ESSENTIAL FUNCTIONS & DUTIES

Plans, coordinates, and directs the daily operations of the LaSalle County Historical Society (LCHS) Museum Campus, including paid staff, volunteers, its facilities and grounds, and collections and exhibits.

Ensures the operations and administration of the Museum are in compliance with Board policies, Village ordinances, and local, State, and Federal regulations.

Assists the LCHS Board with budget preparation and is responsible for the financial management of the annual budget; recommends opportunities to grow and develop new revenue streams.

Plans, organizes, directs, coordinates the Museum's work plan, assigns projects and programming responsibilities, reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.

Responsible for recommending hiring and discharging all other museum paid staff in accordance with LCHS budget and personnel rules and policies and all applicable State & Federal employment laws.

Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving, and goal setting. Responsible for preparing and distributing work schedules for paid employees and volunteers.

Responsible for discipline of staff and in case of serious employment issue, presents and recommends to the President and Personnel Committee progressive discipline up to and including termination of employment.

Assists in the selection, evaluation, and orientation of new employees and volunteers.

Keeps abreast of new trends and innovations in the field of Museum management.

Cultivates professional relationships with community leaders and organizations for the purpose of increased awareness of and involvement in the Historical Society. Actively recruits from said leaders and organizations Members, Donors, Volunteers, and active promotion of LCHS programs, projects, and fundraisers.

Performs a variety of public relations activities including presentations to various community groups; coordinates external and internal communications concerning aspects of LCHS.

Travels for employment related activities when necessary; operates a motor vehicle to assist in carrying out the business of LCHS.

Understands that attendance at work is an essential function of this position..

JOB REQUIREMENTS

MINIMUM EDUCATION / MINIMUM WORK EXPERIENCE:

*Bachelor’s Degree in Museum Studies, Historic Preservation, Non-Profit Management, Marketing, Business, Human Resources or a related field, OR

*Five (5) years’ experience in Non-Profit Management, Marketing, Museum Management, Historic Preservation, Human Resources, Business, or other work experience related to this position description.

REQUIRED LICENSES, CERTIFICATIONS, REGISTRATIONS:

*Valid driver’s license with acceptable driving records for the past 3 years

*Proof of vehicle insurance indicating IL minimum vehicle insurance with valid registration

REQUIRED SKILLS:

Demonstrates excellent interpersonal skills, establishes and maintains effective working relationships with other LCHS officials, employees, volunteers, & members of the public, maintains strict confidentiality when handling sensitive employment and museum operations matters.

Demonstrates enthusiasm for history and a desire to preserve and share the County’s history with others.

Ability to develop & implement successful fund raising, capital campaigns and membership drives.

Ability to prepare and analyze data or report information, to communicate effectively verbally and in writing, & to carry out assigned projects to their completion.

Ability to direct activities of others to accomplish a goal.

Ability to evaluate the performance of others and provide corrective solutions when necessary.

Attends Board meetings as well as approved seminars, workshops, & trainings related to museum administration.

This position is a part-time position with an hourly standard of 30 hours per week. Salary will be based upon education, qualification, and work experience. The anticipated start date of this position is October 1, 2017.

Interested candidates may submit a cover letter, detailed resume and contact information for three professional references to office.lchs@gmail.com or mail to: LaSalle County Historical Society, Attn: Board President, P.O. Box 278, Utica, IL 61373. To ensure full consideration, required documents should be submitted by September 15, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background and drug test.

LaSalle County Historical Society is an equal opportunity employer.