

Position:        Director and Curator of the Lewes Historical Society.

The Lewes Historical Society is seeking a dynamic, experienced and innovative Director and Curator who will lead the Society while working collaboratively with a dedicated Board of Trustees, a highly motivated full and part-time staff of fourteen, volunteers and diverse community and regional affiliates. As the senior executive staff member, the Director will report to the Executive Committee of the Board of Trustees and work with the board as a whole to ensure that the Society's mission and its operational goals are achieved.

### Role

The role of the Director is to provide executive leadership and management of the Lewes Historical Society and its city-wide facilities, to develop continuing sources of revenue to allow the Society to achieve its mission, and to oversee the curation of the documents and artifacts in the Society's archival Collection. In this role, the Director serves as emissary and brand ambassador for the Society and engages the greater Lewes community to promote the history of Lewes and the Delmarva region.

### Employment Terms:

- Full-time salary with benefits.
- 40 hours per work week.
- Evening and weekend availability required.
- Salary commensurate with experience, competitive with AAM Standards

### Requirements

- Demonstrated success as a leader of history-related museum or society to include fundraising achievements, public and governmental support, program expansion and positive public relation notices.
- Demonstrated experience as a manager/supervisor of staff at various levels within an organization.
- Demonstrated experience as the leader/coordinator of volunteers within an organization.
- Significant experience as a museum curator and/or in archival program management.
- A successful record of experience managing a medium size non-profit history-related society and/or museum as defined by the American Association of Museums. This experience to include management of multi-facility locations.
- Demonstrated ability to evaluate potential donations of archival materials and museum objects as suitable for accessioning into a museum or society's collections.
- Degree from an accredited institution in American History, Museum Management or related field. Advanced degree preferred in like field and/or non-profit management discipline.
- Knowledge of and experience using Past Perfect or similar collections database systems.