**Job Opening**

Position: Executive Director

Institution: Stillwater History Museum at the Sheerar (Stillwater, OK)

How to apply: Please email your cover letter and resume to the Board Chair at candace.robinson1@outlook.com. Position open until filled.

**About the Institution**

The Stillwater History Museum at the Sheerar is a 501(c) (3) not-for-profit corporation established in 1974 with the mission to illuminate, preserve and celebrate the diverse collective history of greater Stillwater. It owns and operates a museum and auditorium in Stillwater, Okla., which is the county seat of Payne County and home to Oklahoma State University, a major research university. The newly remodeled exhibit hall, collection spaces, and administrative offices are in an historic building constructed in 1928 to house the First Church of Christ, Scientist — the first congregation west of the Mississippi River. The Museum is open Tuesday – Saturday, 11 a.m. to 5 p.m.

Stillwater History Museum operates on public donations, membership dollars, and public and private grants.

**Description**

The Stillwater History Museum is seeking a new Executive Director to lead the museum into the next 50 years! The Executive Director is the principle administrative officer of the museum and reports to the Chair of the Board of Trustees and monthly to the Board of Trustees. The Executive Director position is an in-person, full-time position.

**Primary Responsibilities**

* Serve as the Museum’s chief visionary, spokesperson, advocate, innovator, and sustainer.
* Develop and implement a promotional strategy that includes media relations, digital communications, periodic newsletters, and community outreach to promote Museum programming and initiatives.
* Foster and maintain relationships with the City of Stillwater, including the Community Center and Public Library, the Oklahoma State University Department of History, key donors, local news outlets and other community organizations to advance the mission of the Museum.
* Plan and implement exhibits, programs, and events — including those hosted at off-site locations — that engage visitors in the historical interpretation of the community.
* Coordinate with the board of directors, staff, and volunteers to set and attain Museum objectives.
* Oversee fundraising, grant writing, and donor relations activities. Oversee the annual operating budget preparation for Board approval. Ensure that appropriate financial controls and reporting systems are in place.
* Oversee the collections of historically significant artifacts and archives, including accessioning, deaccessioning, maintenance, inventory, and security.
* Provide leadership for the management of Museum infrastructure maintenance and enhancements. Ensure that the facilities are open at scheduled hours (currently 30 hours a week from 11 a.m. to 5 p.m. Tuesday through Saturday) and the building and grounds are kept at the highest standards.
* Other duties and responsibilities as may be necessary to insure the safe and responsible operation and management of the museum, its staff, and assets.

**Qualifications**

* Educational background and experience in museum operations or nonprofit management
* A passion for community history, historic preservation and partnerships that share those goals
* Practice of managing complex relationships
* Excellent ability with organizational, written, and speaking skills
* Ability to interact successfully as part of a small team
* Ability to be flexible, solve problems, and operate independently

**Supervisor**

* Board of Trustees with regular communication with its Chair.

**Staff Support**

* The Executive Director (a full-time manager with an estimated 40 hour work week) will have support of a part-time Programs Director, temporary Work-Study students, interns, and volunteers.

**Compensation**

* Salary: $48,000 annually plus health insurance.
* 15 paid days off, plus 5 holidays on which the museum is closed.
* Salary type: exempt