Job Title: Assistant Director

Job Category: Full Time 40 hours

Department/Group: Administration

Location: 34 Main St. Hingham MA 02043

Travel Required: Minimal

Level/Salary Range: Salary $55k-$65K

Position Type: Exempt

HR Contact: Executive Director

Date Posted: 2/1/22

Posting Expires: When filled

Applications Accepted By:

**PLEASE SEND COVER EMAIL AND RESUME:**
careers@hinghamhistorical.org
Subject Line: Application: Assistant Director

**MAIL:**
Deirdre Anderson
Hingham Historical Society
PO Box 434
Hingham, MA 02043

**Job Description**

The Assistant Director of the Hingham Historical Society is the Society’s second full time hire in its 107 year history. As such there are high expectations and aspirations for the position. The Assistant Director provides general support and assistance to the Executive Director to maintain continuity of the Society operations and to ensure that it functions efficiently and effectively on a daily basis. The Assistant Director is charged with deputizing for the Executive Director, in her absence and in maintaining an element of continuity between the Executive Director’s more strategic, development focus and the everyday operational needs of the Society.

**Essential Skill Set:**
- Outgoing and people oriented
- Nimble and a quick thinker
- Strong organizational skills
- Leadership and management skills to inspire and operate a 6-day a week organization
- Humility
- Strong written and verbal communication skills.
- Ability to accurately track and manage multiple projects simultaneously
- Outstanding attention to detail.
- Creative problem solver and determined in problem resolution

**Essential Functions:**

1. Ensure the proper execution of the Society annual plan – directed by Executive Director and based on the budget - by assisting the ED in planning, programming, developing, and supervising the Society’s initiatives, programs and events.
2. As the ED leads on Advancement and Development, you lead on Membership and daily operations. Establish and execute plan for achieving annual membership goal and work with the Visitors Services/Membership Manager to be sure memberships dues are acknowledged timely, correctly and efficiently.
3. Oversee and provide direction regarding departmental budget planning and implementation and approve, in consultation with the Executive Director, of all spending of Society funds.
5. Work closely with the Outreach Manager to increase visitor numbers to the Museum, especially paid visitors, and coordinate and participate in the Museum’s efforts to market its activities more widely.
6. Be cognizant of the work the ED will do with Development Associates to ensure all donations are received, processed, deposited, and credited properly.
7. Work with staff to ensure efficient daily operation of the Museum by prioritizing visitor experience and delegating the ordering/purchasing all office supplies and equipment; coordinating technical support; arranging for both regular and special custodial support; and maintaining continuous coordination with all staff.
8. Oversee and provide direction to the Collections Manager and Archivist who are responsible for the proper care, maintenance, interpretation and promotion of the Collections at all three of the Society properties.
9. Assist the Museum Shop Associate/Visitor Center manager in providing for adequate part-time and volunteer staffing of the Museum by supervising the hiring, training, work scheduling, and work performance of summer interns, museum docents and other volunteers; and through a well-executed training program, close supervision, and, when necessary, on-call during non-office hour time.
10. Ensures the efficient use and scheduling of all Museum facilities by serving as the single point of contact for scheduling all events; by maintaining an up to date calendar of all events in Museum facilities; by determining (in conjunction with the Exec Director) appropriate fees, compensation, and reimbursement for the use of Museum facilities; by scheduling the supervision or participation in these events by appropriate Museum staff (full-time, part-time, and volunteer); and by planning and executing special events and functions in support of the Society.
11. Monitor emerging trends and best practices in the field of museum management

Supervisory Responsibilities:
Direct oversight and supervision of the following positions:
Outreach Manager, Collections Manager/Registrar, Archivist, Visitors Center Manager, Shop Associate.
When Executive Director is absent from the Museum, responsible for direct oversight and supervision of the Development Associates and Campus Operations Manager

Typical Physical Demands:
Requires standing, sitting, bending, and reaching. Requires lifting up to 50 pounds to assist in setting up museum exhibits, maintaining Museum and museum artifacts, rearranging exhibits and office space, preparing three properties for special events and programs, and managing museum shop operations.

Working Conditions:
Works Tuesday - Saturday in a typical office setting, although this exempt position may require some evening work, including participation in social activities and Museum events. Supervision responsibility of the 6 day a week operation of Museum may require remaining on-call during non-office hours.

Experience:
A minimum of two years in positions of progressive responsibility in office management, business management, not-for-profit management or Museum management is required; Five to seven years’ experience in these or related field is preferred

Reviewed By: ____________________________ Date: __________
Approved By: __________________________ Date: __________
Last Updated By: ________________________ Date/Time: __________