



Assistant Director Position

The Mission of the Darien Historical Society, and its Museum of Darien, is to maintain, collect, preserve, and exhibit materials of local historical value and educate the community about its heritage. It is through the diligent performance of this Mission that the Society will bring a greater sense of community to the residents of Darien, by helping them to understand and appreciate the character and individuality of their town and to honor and preserve its heritage as they shape its future

Reports to the Executive Director

Tuesday, Wednesday, Thursday 11am – 4pm (onsite)

2 weeks **paid vacation** after 6 months

No Health Benefits

This is a part time salaried exempt position

Description:

The Museum of Darien (MoD) is a community resource featuring an early-American homestead, gallery barn, archives and research library, meeting rooms and colonial garden. MoD celebrates Darien's unique story and its place in the history of New England by welcoming all ages to experience and discover the crafted objects, narratives and works of art that have shaped the local community — from its earliest beginnings to today.

The Assistant Director provides general support and assistance to the Executive Director to maintain continuity of the Museum operations and to ensure that it functions efficiently and effectively. The Assistant Director is charged with deputizing for the Executive Director, in his/ her absence and, vitally, in maintaining an element of continuity between the Executive Director's more strategic focus and the everyday operational needs of the Museum of Darien. In addition to general support, the Assistant Director has specific responsibilities in several critical areas concerning management, marketing, operations, maintenance, communications, volunteer oversight, and serving as acting Director in absence of Executive Director.

Required Qualifications:

Education: College degree in Accounting/ Business Management/ Museum Studies or related field.

Experience: A minimum of two years in positions of progressive responsibility in business and/or not-for-profit management or Museum management is required

- Strong organizational skills are required.
- Must possess leadership and management skills
- Must have strong written and verbal communication skills.
- Must have ability to accurately track and manage multiple projects simultaneously
- Must have the ability to think about problems and be creative in thinking about solutions as well as resolute in their implementation

ESSENTIAL FUNCTIONS:

1. Takes the lead in efforts to increase visitor numbers to the Museum, especially paid visitors, and coordinates and participates in the Museum's efforts to market its activities more widely.
2. Manages donor, member, and volunteer CRM database and responsible for all communications efforts including website, fundraising mailings, thank you notes, sponsor recognition, social media, etc. and managing any out-of-house printers and agency resources.
3. Ensures efficient daily operation of the Museum by ordering/purchasing all office supplies and equipment; by coordinating telephone, copier, and computer support; by submitting work orders for necessary maintenance and keeping records of all maintenance; by arranging for both regular and special custodial support; and by maintaining continuous coordination with board committees.
4. Assists the Director in providing for volunteer staffing of the Museum by supervising the hiring, training, work scheduling, and work performance of student employees, museum docents and other volunteers; and through a well-executed training program, close supervision, and, when necessary, on-call during non-office hour time.
5. 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 Museum.
6. Maintains the physical plant and manages associated vendors including, but not limited to, alarm, fire sprinkler, landscaping, elevator, cleaning, HVAC, and lighting and electric.
7. Welcomes and greets visitors, assists researchers with use of library files and with collection software, and provides museum tours for individuals and groups.
8. Monitors emerging trends and best practices in the field of museum management.

Please send resumes to: resumes@museumofdarien.org