

Position Title: Assistant Director

Position Type: Hourly

Position Summary: The Assistant Director is responsible for volunteer management; newsletter and membership mailings; marketing and communications; assisting the Executive Director with administrative tasks, educational programming, special events, and exhibit development.

Reports to: Montgomery County Historical Society Executive Director

Supervises: Volunteers & Docents, as specified by the Executive Director

Compensation:

- Part-time position (10-15 hours/week, 650 hours/year)
- Some weekend and evening hours required
- Hourly pay determined on an annual basis

Qualifications:

- Bachelor's degree in Museum Studies, History, Public History, or related field
- Professional experience comparable to above education considered

Skills:

- Strong management and interpersonal skills
- Experience managing social media and creating social media content
- Experience with website management
- Success in planning and implementing a broad range of educational programming
- Ability to develop and implement volunteer recruitment, training, and retention program
- Excellent writing skills and competency with Microsoft Office software
- Experience in diverse types of research
- Experience in developing and installing museum exhibits
- Effective communication with a wide range of individuals including board members, volunteers, media, and public at large

Key Responsibilities

Administration:

- Assist with the preparation of flyers, newspaper ads, press releases
- Respond to research requests
- Attend committee meetings and record minutes as needed
- Assist in the preparation of bulk mailings
- Prepare newsletter
- Schedule and track facilities use
- Maintain visitor log
- Track and total shop sales on a monthly basis

Volunteer management:

- Plan and implement volunteer recruitment, training, and retention program
- Prepare and mail volunteer information materials
- Schedule volunteers to staff Lane Place

Marketing & Communications:

- Management of social media platforms – mainly Facebook and Instagram
- Creating social media content
- Monthly MCHS blog articles
- Connecting with media about upcoming programming or updates about the MCHS
- Assist with educational and outreach programming development and implementation

Other Duties:

- Assist with special event planning and implementation
- Attend special events and programs
- Interpretation
 - Assist with research and labeling
 - Assist with installation and dismantling of exhibits
- Assist in cleaning museum furnishings and artifacts when necessary
- Assist in organizing and cleaning storage areas
- Assist in maintaining grounds