

## JOB DESCRIPTION

### EXECUTIVE DIRECTOR – SAN JOAQUIN HISTORICAL SOCIETY AND MUSEUM

#### SAN JOAQUIN COUNTY, CALIFORNIA

The mission of the San Joaquin Historical Society and Museum is the discovery, preservation and dissemination of knowledge about the history of San Joaquin County. Responsible for the archives of the county, the museum provides a reference library. It is an energized setting exhibiting the County's history with emphasis on its rich agricultural heritage and provides an exciting hands-on learning experience for students studying California History.

#### EXECUTIVE DIRECTOR:

The ideal candidate provides leadership in the management of a dynamic organization. Directs and participates in fundraising, marketing, development of strategic vision, collection development, general management, financial management and fostering volunteer/trustee/county relations of the San Joaquin County Historical Society and Museum.

#### DESCRIPTION OF WORK:

- Provides vision and leadership for the Historical Society and Museum to fulfill its mission.
- Supports the Historical Society and the Board of Trustees, operates the Museum in accordance with the standards established by the American Association of Museums and is responsible for maintaining accreditation with AAM.
- Be a responsible and enthusiastic steward of the Museum's assets: collection, annual revenue, facilities, staff and relationships with volunteers and donors, the Board of Trustees and San Joaquin County.
- Assess the current operating structure, including program implementation and staffing; suggest changes where needed; ensure an infrastructure that will achieve the Museum's goals and objectives.
- Develop and monitor annual operating budgets and plans to ensure that necessary human and financial resources are available; provide responsible management for the Museum's business operations and physical plant. Serve as primary liaison to the County Board of Supervisors for budget requests and reporting museum activities.
- Develop a comprehensive marketing program to promote the collection, its value and uniqueness and the Museum's innovative educational and exhibition programs to funders, museum society's membership and the general public. Responsible for fundraising activities, securing grants, maintaining and developing Society membership.
- Inspire staff, understand their strengths and concerns encourage each member's professional growth; maintain open and frequent communication with the Trustees.

## QUALIFICATIONS

- M.A. from accredited college or university in history, museum studies or related field.
- Minimum of four years progressive, professional experience in a history museum, including two years in a management capacity.
- Ability to effectively lead and manage the San Joaquin Historical Society and Museum; cultivate donations for collection; utilize sound independent judgement; prepare and present clear and comprehensive written reports; demonstrate creative leadership skills; effectively supervise and develop department personnel; regularly attend evening and weekend meetings and/or engagements; establish and maintain good internal and external working relationships; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including, Trustees, local elected officials, government agencies, funders, donors, volunteer docents, and the general public. Present an overall professional image and perform effectively as a team builder and member in carrying out the Society's stated mission and philosophy.

To learn more about the historical society and museum, please visit our website at:  
<http://sanjoaquinhistory.org/>

### How to Apply:

If you or someone you know would be interested in being considered for this exciting position, please submit a letter of interest along with an updated resume to:

**San Joaquin County Historical Society and Museum**  
**PO Box 30**  
**Lodi, CA 95241-0030**

A representative of the Historical Society will contact applicants to discuss the interview and selection process.