

** POSITION OPEN **

Open to full-time or part-time applicants

DIRECTOR

Forbes House Museum

215 Adams Street

Milton, Massachusetts 02186

HYPERLINK "<http://www.forbeshousemuseum.org>" www.forbeshousemuseum.org

Located 8 miles south of Boston, the Forbes House Museum is an 1833 Greek Revival house, built by Captain Robert Bennet Forbes and his siblings as a gift to their mother. The Forbes family was one of a number of prominent Boston merchants who launched the expansion of U.S. trade with China. The Museum has an extensive collection of Chinese export items, including porcelains, bronzes, rosewood furniture, textiles, silver, and paintings. Captain Forbes's granddaughter, Mary Bowditch Forbes, gathered a large collection of Civil War artifacts, including Abraham Lincoln autographs and photographs, books and documents about Abolition, and a replica of Lincoln's log cabin, which sits on the Museum's grounds.

Position Description:

Working closely with the Board of Trustees, the Director will:

Develop a vision and facilitate a strategic plan.

Develop a comprehensive fund-raising program, including membership, annual fund, foundation and grant funding, special events, and cultivation of donor relationships.

Expand the volunteer program with recruiting, training, incentives, and recognition.

Upgrade marketing strategies to increase visibility and visitation.

Manage and care for the collections and oversee maintenance of buildings and grounds.

Ensure the safety and security of the site and collections.

Oversee educational programs for school groups and adults.

Create and manage the annual budget.

Maintain official records and ensure compliance with federal, state, and local regulations.

Oversee 1 or 2 part-time staff.

Perform all duties necessary for smooth and successful operations.

Required/Desired Qualifications:

The successful candidate will:

Be a leader who inspires diverse constituents and generates enthusiasm for the Museum.

Have experience running an organization, department, or complex projects, including managing a budget and raising funds.

Have strong interpersonal skills.

Have marketing and communication skills.

Be proficient in computer programs for office, communications, and research.

Be willing to pitch in and do what is needed.

Have museum experience (4 years minimum).

Have a B.A. (M.A. preferred) in a related field, such as American History, Historic Preservation, or Decorative Arts, and the ability and interest to research and accurately interpret the House and collections.

Museum Search & Reference (HYPERLINK "<http://www.museum-search.com>" www.museum-search.com) is consulting on this internally-conducted search.

Nominations welcome. EOE. Apply in confidence: Email resume, cover letter, list of 3 references with contact information, and salary requirement to the Forbes House Museum, Search Committee at HYPERLINK "<mailto:meltm@comcast.net>" meltm@comcast.net by 4/30/2010.

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