

BASTROP COUNTY HISTORICAL SOCIETY

Director: Museum and Visitor Center Director

Position Specification

The Bastrop County Historical Society (BCHS) accomplished much in the past decade, culminating in the 2013 opening of its Museum and Visitor Center (MVC). BCHS has now developed a new future vision in which a Director will play a critical role. The goals of the BCHS are:

- (1) Improve the MVC facility, associated operations, and BCHS programs and awareness of our offerings.
- (2) Expand community participation in these activities, especially targeted at students and families.
- (3) Further engage local businesses and organizations to increase historical tourism.

The Director will implement actions directed towards these goals, work with the President and Trustees to secure the funding needed to accomplish these goals.

The Bastrop Ladies Reading Circle founded the Bastrop County Historical Society (BCHS) in 1952. For more than 60 years, BCHS operated a small rural county museum in the rapidly growing community of Bastrop, Texas. Since then, BCHS has amassed a unique collection of materials, documents and artifacts dating from before the County's founding in 1836, including some from pre-historic times.

The Society has a collection of approximately 7,000 artifacts and books and about 14,000 documents, photographs and exhibits – in most cases contributed by members of the community. Collections are preserved and much is exhibited. The museum has two permanent galleries and one gallery for rotating exhibits.

As a 501 (c) 3 nonprofit, the Museum and Visitor is funded through an annual Historic Homes Tour and Gala, business and personal memberships, donations and Hotel Occupancy Tax funding from the City of Bastrop.

In addition the position will oversee the overall operation of the Visitor Center and visitor programs in Old Town Bastrop, TX and manage the Director of the Visitor Center.

REPORTS TO: President of BCHS

KEY RELATIONSHIPS: BCHS Board of Trustees and BOTVC Board of Directors, City Officials, County Tourism Coordinator, BEDC Director, Main Street Director and Board, and various non-profit groups Downtown Business Alliance, Chamber of Commerce, Bastrop Arts Guild, Upstart, and others.

Staff and Volunteers: Visitor Center: Manager (FT), volunteers, Office Manager (PT), Research Library & Preservation Manager (PT), Archivist, Archive Volunteers 5-7

Major Responsibilities

The Director of the Museum and Visitor Center is responsible for leading and managing the Museum and Visitor Center in an effective and efficient manner.

Working with the President, Board of Trustees and key stakeholders, he/she will:

- Execute the long-range plan developed by the Board of Trustees, lead the changes and growth planned for the BCHS and develop and implement corresponding annual business plans as approved by the Trustees.
- Recruit, develop and lead the staff in a collaborative manner. Direct, develop; supervise job performance of staff including conducting regular performance reviews. Schedule training, counsel, and imposes corrective action up to and including termination. Conducts regular staff meetings and conferences to help staff understand the organization's program of work and their respective work tasks.
- Establish docent and volunteer programs including recruiting, training, and recognition. Provides staff and volunteer support to committees.
- Develop comprehensive membership services programs to recruit, engage and retain members and/or supporters. Plans, organizes, oversees and promotes a range of services, benefits and events for members.
- Oversee production of website, newsletter and other communications to feature historical information and news for members and supporters. Prepares correspondence, publications, pamphlets, bulletins, magazines articles, columns, news releases, and advertisements. Prepares or directs the preparation of articles or fact sheets reflecting work of the BCHS or the promotion of projects or activities.
- Ensure that permanent exhibits are well maintained. Plans and displays temporary exhibits utilizing artifacts from the collection and borrowing traveling exhibits from other museums and collections. Oversees the collection and preservation and de-accession of artifacts through the archivist in accordance with policies and guidelines.
- Working closely with Trustees raises funds to support operations, staffing and special projects and programs. Identifies and secures revenue generation opportunities to provide benefits to the members and adequate resourcing for the Society.
- Oversee financial operations and budgeting; collects dues, pays for expenses and maintains all of the financial accounts working through the Museum Administrator, and working with the treasurer.
- Maintain systems and infrastructure for recordkeeping of membership, financials, employee records, etc.

KEY SELECTION CRITERIA:

Required Proficiencies:

- Successful resource development such as fundraiser events, donor solicitations, membership drives, grants, etc.
- Exceptional oral and written communications skills, able to speak in public to represent the BCHS at appropriate meetings. Experienced at communicating with boards, membership, volunteers, city officials, business owner, etc.
- Proficient with Microsoft Office products: Word, Excel, PowerPoint, Publisher (or equivalent)
- Robust problem-solving skills
- Leadership role in museum or nonprofit

Ideal Experience:

- Three to five years of experience in a strategic leadership role of in a museum of similar size, scope and complexity or related equivalent experience in a related nonprofit organization.
- Has built, managed and led high-performing teams.
- Bachelor's degree
- Commitment to conveying Bastrop's story to the next generation through education programs, exhibitions, and publications
- Diplomacy