

EXECUTIVE DIRECTOR
Historic Paris-Bourbon County/Hopewell Museum, Inc.

Requirements:

Bachelor's degree in Museum studies or allied fields, such as historic preservation, art history, or nonprofit administration
Museum and historic preservation experience desirable

Position:

Full time, with some evenings and weekends. Benefits include vacation, sick leave and life insurance.

Compensation: Competitive and commensurate with qualifications and experience

Duties:

Publicity and Marketing-Maintain monthly calendars and website updates and newspaper articles as needed, send publicity to venues outside Bourbon County, and design brochures and flyers

Development-Assist Board of Directors & Development Committee in organizational fundraising, solicit special event and exhibit sponsors, and participate in fundraising events. Investigate possible grants, write, administer and report to proper agency.

Community Outreach-Serve on local and state professional boards & committees, provide presentations on historic preservation for local and the wider community. Work with local programs, such as: Art Walk, Chamber of Commerce, Public Library, the local school systems and other community organizations.

Education-Plan, publicize, schedule, and staff student and adult educational opportunities with the Education Committee.

Collections-Maintain collections by recording donations and organize curatorial space and work with the Curatorial Committee to interpret collection materials. Have knowledge of Past Perfect.

Exhibits-Assist the Curatorial Committee in development, set-up and take down

Office Administration-General office duties including: organizational & member mailings, donation receipt records, office records, and City/County requests.
Open and Close the museum.

Other duties as assigned by the Board of Directors.

To apply send an application letter and your resume to:

Director Search at Hopewell Museum
800 Pleasant Street, Paris, KY 40361

Or to apply electronically, e-mail an application letter and your resume to:
directorsearch@hopewellmuseum.org