

POSITION: Executive Director of Furnace Town Foundation Inc.

REPORTS TO: Board of Directors

SCOPE: This is a full time, salaried position, with flexible scheduling.

COMPENSATION: Salary is negotiable and will depend on qualifications and experience.

OVERVIEW: The Executive Director represents Furnace Town in all aspects to its members, visitors and the community. The Executive Director is responsible for the day-to-day operations of the museum, fund-raising, personnel, community involvement and relations, marketing, collections and all other aspects of making and keeping the museum a vital heritage resource. This position requires an individual who is highly organized and flexible so that all events and activities on the Furnace Town calendar will occur on schedule and conform to a professional standard..

BASIC REQUIREMENTS: College degree with graduate experience. Experience in museum work desirable. Knowledge of organization and function of Furnace Town Living Heritage Museum. Excellent writing and administrative skills. Ability to speak well in public. Experience in budget preparation, bookkeeping and fiscal management and practice. Experience in staff supervision. Ability to lead group tours, school tours, workshops and demonstrations as well as a style that demonstrates a pleasure in sharing. Proficiency in (or ability to quickly learn) software programs WordPerfect, EasyAccount, PastPerfect, PrintShop and others as need arises. Experience with internet and email operations. Ability to work independently, confidentially and within self-set deadlines, and to interact with the public and staff in a positive, enthusiastic manner. Ability to work with a Board of Directors.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Supervising staff.
2. Administrating policy as set by the Board.
3. Long-range planning.
4. Fund-raising.
5. Fiscal management, including day-to-day bookkeeping, check-writing, disbursements and reports.
6. Exhibit development; curation of artifacts; accessioning activities

7. Event development and execution.
8. Grant writing and management.
9. Calendar development.
10. Archaeological coordination.
11. Being a key player in local and regional heritage tourism activities.
12. Writing the newsletter.
13. Board Meeting preparation, including packets, agenda, financial reports.
14. Willingness and ability to be at the workplace for all events and activities and to be an active participant from set-up through clean-up.
15. Willingness and ability to work with few days off.
16. Assuming all other responsibilities for the good of the Foundation.

TO APPLY:

Mail or email letter of intent and resume to:

Furnace Town, P.O. Box 207, Snow Hill, MD 21863

kfisher@intercom.net

Closing Date: June 1, 2008.

Employment to begin November 1, 2008.