

Museum Director Search at Rokeby Museum

EMPLOYMENT TYPE: FULL TIME | SALARY RANGE: \$40,000-\$55,000, COMMENSURATE WITH EXPERIENCE

Rokeby is a small museum with enormous potential. Its leader, in partnership with a responsive and experienced Board, has oversight responsibility for all aspects of the institution and the charge to sustain its excellence and broaden its impact. Responsibilities range from day-to-day operations to comprehensive plans for the future.



TO APPLY:

Please submit résumé and cover letter to employment@rokeby.org by April 30, 2020.
Electronic submissions only.

ABOUT ROKEBY:

Rokeby Museum has achieved honor and recognition far beyond the scope of its size. A fully documented Underground Railroad site, Rokeby is a National Historic Landmark located in Ferrisburgh, Vermont. The 18th century historic house, with its later additions, is furnished with nearly 200 years of domestic belongings. Together with its nationally significant archive of over 15,000 family letters, the museum provides an intimate glimpse into the remarkable Robinson family of agriculturists, abolitionists, artists, and authors. The 90-acre site includes nine historic farm buildings and cultural heritage walking trails. The modern Education Center, offers an award-winning permanent Underground Railroad exhibition, a gallery for changing exhibitions, collections storage, and offices.

The mission of the museum is to connect visitors with the human experience of the Underground Railroad and with the lives of the four generations of Robinsons who lived at Rokeby from 1793 to 1961. The Trustees have enlarged the museum's vision to include social advocacy. Guided by Rachel Gilpin and Rowland Thomas Robinson's commitment to speaking truth to power, today's Rokeby is committed to serving as a center for the exploration and discussion of contemporary social justice issues.

WHY YOU WANT TO WORK HERE:

The director of Rokeby Museum has the opportunity to initiate real and lasting change in the institution itself and to advance our mission in our local communities and state. Our resources hold enormous potential for a director of vision and creativity: a wealth of rare primary source material; welcoming colleagues, volunteers, artists, and experts in neighboring colleges and universities; untapped financial resources in Addison and Chittenden counties; and an engaged, receptive public. A thriving area between the Green Mountains and Lake Champlain, our region frequently appears on lists of the best places to live and work.

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FERRISBURGH, VERMONT
WWW.ROKEBY.ORG/MUSEUM-DIRECTOR-SEARCH

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CORE RESPONSIBILITIES:

Creative Programming:

- Curate and install all museum exhibitions, in collaboration with others when appropriate
- Develop and coordinate public programs
- Design and implement education programs for schools, families, and adults
- Continue the museum's expansion of visitation

Preservation/Stewardship

- Care for, provide access to, and promote utilization of all museum collections, including the archive of 15,000 family letters housed at Middlebury College
- Oversee ongoing maintenance and preservation of all historic structures, engaging outside expert advice as necessary

Ongoing Museum Relationships

- Actively partner with a responsive Board of Trustees including participation at bimonthly meetings, annual retreats, and on selected committees. This includes providing regular financial and administrative reports and preparing the annual budget
- Recruit, hire, train, and supervise support staff: one part time office manager, one part time seasonal assistant, contracted housekeeper, contracted bookkeeper, and maintenance personnel
- Recruit, train, and provide enrichment opportunities for new and current volunteer tour guides and interns; recruit volunteers for other tasks as needed
- Attend to or delegate all daily tasks including correspondence, database management, and facilities upkeep

Outreach

- Promote the museum through media outreach including press releases, website management, social media, and museum mailings
- Continue to increase the museum's membership
- Develop and implement a more robust fundraising program with trustee partners, to secure individual, foundation, and underwriting funding for unrestricted support as well as future exhibits, public and educational programs, and building projects

EDUCATION AND PROFESSIONAL EXPERIENCE

- Bachelor's Degree in history, museum studies, or related field, or equivalent experience; Master's Degree and three years of museum work experience preferred
- Training and/or experience in business management, fundraising, marketing, and educational presentations
- Demonstrated commitment to Rokeby's mission

ESSENTIAL SKILLS

- Excellence in writing: exhibit text, fundraising and promotional materials, grant applications, correspondence, and communication with the Board
- Creativity in programming and curatorial projects
- Effective interpersonal skills in engagement with the staff, Board, volunteers, and the public
- Broad fundraising experience including managing a donor/supporter database

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Rokeby Museum is an equal opportunity employer. Members of underrepresented groups and those committed to diversity and inclusivity are encouraged to apply.