



Tacoma Historical Society Job Announcement – Director

Location: Tacoma Historical Society Museum, 919 Pacific Avenue

Reports to: President and Board of Directors

Supervises: Museum Manager, Curator; Collections Manager, and may supervise temporary staff, interns, and volunteers

Contract period: Part-time position approximately 20 hours per week. Initial contract period through December 31, 2017. At that time the contract may be reviewed for renewal for 2018.

Job Summary: The Director of Tacoma Historical Society is responsible for implementing the Society's mission. Serves as a highly effective ambassador and liaison with external publics, including citizens, community groups, corporate and governmental sectors. Assists the Board of Directors with strategic planning, fundraising and grant development, corporate memberships, and in meeting financial objectives. Supervises daily operations and schedules, social media, marketing, and communications. Supports events and board committees, leads community outreach initiatives, and coordinates with other part-time positions. Reports to Board of Directors at monthly meetings.

Responsibilities:

- Represents the organization to agencies, organizations, and the general public, establishing sound working relationships and cooperative arrangements.
- Assists the Board in meeting the Society's financial objectives by providing leadership and creative vision for the planning, growth, and administration of the Society and Museum.
- Promotes active and broad participation by volunteers in all areas of the Society's work, while maintaining a climate that attracts, retains, and motivates a diverse volunteer staff of top quality people.
- Supports the Museum Manager to assure sound operation of the THS Museum, including staffing during hours established by the Board, facilitating the recruitment, training, and scheduling of volunteers, and communicating with the facility's property manager.
- Supports the Curator to assure effective stewardship of the museum's collections, planning and executing exhibits and community outreach.
- Coordinates the work of committees and staff, focusing on mission and strategic goals.
- Maintains official records and documents, including official correspondence of the Society, and ensures compliance with federal, state and local regulations.
- Works with Officers and designated board members to develop grant proposals and donation funding to further the work of the Society. Writes proposals in coordination with the Board or its designee, obtains Board approval, maintains thorough records, and provides copies of the relevant documents to the Secretary.
- Develops essential corporate relationships, actively seeking new and renewing corporate memberships on a weekly basis, in conjunction with members of the Board.

- Assists in the preparation of the Society's annual budget, in consultation with the Finance Committee and Board.
- Coordinates and executes marketing and social media plans to increase awareness of the Society and Tacoma history. This includes use of social media, press releases, community calendars, emailed and print communications, and related activities.
- Oversees maintenance and development of web site to advance its increasingly effective role as the public face of the organization.
- Promotes and publicizes the activities of the organization, its programs and goals, with special emphasis on the spring Historic Homes of Tacoma tour and the fall Destiny Dinner, in coordination with relevant committee chairs.
- Serves as primary representative with related external organizations. Develops and executes collaborative programming in alignment with Society's strategic plan.
- Maintains current knowledge of developments and trends in the museum/heritage field, including exhibits, marketing/communications, and educational standards.

Knowledge, Skills, and Abilities:

- Comprehensive understanding of non-profit management, strategies, trends, and the use of current technologies.
- Superior interpersonal skills, both one-on-one and in small and large groups.
- Marketing and public relations skills.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Knowledge of related laws, regulations, principles, methods, and techniques.
- Strong interpersonal and communication skills and the ability to work creatively and effectively with a wide range of constituencies in a diverse community.
- Ability to professionally and effectively present information and respond to questions from a broad range of constituents: volunteers, researchers, citizens, students, members, community and government representatives, etc.
- Interpersonal and communication skills that foster harmonious relations with constituents.
- Outstanding interpersonal, problem solving, and team building skills.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to plan, execute, and evaluate programs.
- Ability to foster a cooperative work environment.
- Ability to work and move projects forward with temporary ambiguity.
- Ability to see the big picture and manage details; to identify implications and connections.
- Ability to impart knowledge and develop skills and abilities.
- Ability to work independently and as a team member.
- Ability to help develop others' knowledge, skills, and abilities.
- Ability to manage confidential information and sensitive situations.
- Ability to learn quickly and continuously.
- Ability to organize, analyze, prioritize, and problem-solve within a fast-paced environment with frequent interruptions.

Minimum Qualifications

- B.A. or M.A. from an accredited college or university in Museum Studies, Non-Profit Management, or related field and at least two year's increasingly responsible, related experience.
- Demonstrated experience with marketing and communications.
- Familiarity with the history of Tacoma, Washington.
- Ability to foster confidence and trust.

- Relational database experience required.
- Ability to manage and execute multiple projects with minimal supervision.
- Ability to sit or stand for long periods.
- Ability to lift 50 pounds and assist with installation of exhibits.

Compensation:

- Hourly rate depends upon qualifications.
- Permit for parking in a lot near the museum is provided.
- This position accrues minimum leave in compliance with the City of Tacoma’s Paid Leave Ordinance. Up to 24 hours of paid leave annually. The leave can be used for temporary time off work for health, safety, or family care needs. Other uses include work or school closures ordered by public officials or for bereavement. Employees earn one hour for every 40 hours worked within Tacoma, up to 24 hours within a calendar year. Employees may carry forward up to 24 hours of unused paid leave into the next year. Employees may begin use of paid leave 180 days after the start of employment.
- This part-time position does not pay benefits except as specifically described. Benefits that are excluded include vacation, health plan benefits or other perquisites.

Application Deadline: Search and selection procedures will be closed when a sufficient number of qualified candidates have been identified, but no earlier than June 30, 2017.

Application Procedures:

- Submit required documents via email at directorsearch@tacomahistory.org by June 30, 2017.

Required Documents:

- Resume
- Letter of Interest that addresses these topics:
 - Brief summary of your qualifications and reasons for your application
 - Brief description of how Tacoma Historical Society would benefit from your leadership and expertise
- List of three professional references, including their contact information and relationship to you

About Tacoma Historical Society

Tacoma Historical Society is a volunteer-supported 501(c)(3) charitable, nonprofit corporation dedicated to the preservation, promotion and presentation of Tacoma’s history, connecting generations with the many stories of our city’s past.

We believe a community and its neighborhoods are enriched and strengthened by awareness of their unique cultural, political, and social history. We strive to increase the level of this awareness for all persons who live in, visit, or are curious about Tacoma. We actively collect, document, and preserve artifacts related to Tacoma’s distant past and up to the significant events of the present day. We encourage scholarship related to Tacoma’s history so that a significant legacy will be available to future generations. We disseminate information about Tacoma’s history and present programs and displays of historical personages, places, and events so that all interested persons can develop their understanding and appreciation of this city and its people. We partner with and support community and cultural organizations’ efforts which further the growth of historical interest in and awareness of Tacoma’s diverse heritage. Community benefits include free admission to museum exhibits and learning opportunities, public access to archival materials and research assistance, preservation and documentation of historically important items, and valuable intern experiences for local students.

Tacoma Historical Society:

- Maintains a museum with rotating exhibits and archives at 919 Pacific Avenue.
- Hosts free monthly lectures featuring popular speakers and authors.
- Sponsors a Historic Homes of Tacoma Tour each May that is an essential fundraiser, made possible through the efforts of nearly 200 volunteers.
- Offers summer neighborhood and cemetery walking tours, often partnering with other organizations.
- Hosts community programs on Memorial Day and Veterans Day at War Memorial Park, in conjunction with American Legion Post No. 2.
- Presents regular local history programs at retirement centers and maintains a speaker bureau for other community organizations.
- Hosts an informal Friday morning gathering for sharing stories of Tacoma's history.
- Collects and preserves Tacoma photos, artifacts, documents and newspapers.
- Hosts an annual Destiny Dinner celebrating unique aspects of Tacoma's history. Past dinners have honored Tacoma's sports (Cheney Stadium,) theatre (Pantages,) and military (North Fort Lewis) history.
- Serves as a fiscal sponsor for community arts/history projects such as the Mason Plaza in the Proctor District and restoration and re-premier of the 1926 silent film *Eyes of the Totem*.
- Publishes and distributes local history curriculum supplements such as "Tacoma's Twenty-One Tales Every Student Should be Able to Tell," and its sequel "Rising Up from Tacoma's Twenty-One Disasters and Defeats."
- Publishes a quarterly City of Destiny Newsletter, featuring local historians and authors.
- Presents annual awards for achievement in historical writing and preservation.
- Responds to research requests from across the country.
- Offers internships for local students.
- Provides a web resource at www.tacomahistory.org.

As historical societies go, we are relatively young. The Society was formally established and incorporated in 1990. As the *Washington State* Historical Society was planning to build a new facility, Tacoma historians formed a separate organization to offer the community a repository that would help Tacoma to tell her story to visitors and future generations. A small storage space was rented on Cedar Street to house the Society's small but growing collection of artifacts, photos, documents, artwork and bound newspapers.

The Society focused mainly on educational opportunities during its early years, via monthly forums and quarterly newsletters. 1993 brought the first "Historic Homes of Tacoma Tour," which developed into a community institution and an annual fundraiser for a future Museum of Tacoma History.

In 2006 the Society took a big step in that direction by opening an Exhibit Center in the heart of Tacoma's "Antique Row." The Society sponsored local historical monuments such as the World War II Memorial in the War Memorial Park and the Allen C. Mason Plaza in the Proctor District. The first annual "Destiny Dinner and Auction" was held in 2007, and the following year the Society hired its first director. However, due to financial constraints, at the end of 2009 the Society closed the Exhibit Center and eliminated the director position.

Society volunteers put their efforts into a makeover of the Cedar Street facility, focusing on research and collections. In 2010 we published a local history curriculum supplement that was distributed to 1300 students in Tacoma's public and private schools. During 2011 we continued to improve our collection by contracting with a professional curator to begin the work of digitizing and cataloging our wealth of historical photographs. We purchased museum software and initial supplies to preserve and store our photographs and bound newspapers. Our 2012 focus was on improving the Society's

financial stability and during 2013 we began packaging our collection items in archival boxes in anticipation of moving to a new location.

In the spring of 2014 Tacoma Historical Society moved to a long-term home at 919 Pacific Avenue in the historic Provident Building. Since then we've presented regular rotating exhibits in our museum; established part-time positions of director, curator, museum and collection managers; and advanced our social media presence. In 2016 we more than doubled our income over the previous year, and we launched 2017 with a formal strategic planning process to guide our growth in the coming years and position us for success. Together with the leadership and support of a new director, we are excited to move forward!