



Contra Costa County Historical Society

724 Escobar Street
Martinez, CA 94553-1122

Phone: 925-229-1042
Fax: 925-229-1772

HISTORICAL SOCIETY SEEKS EXECUTIVE DIRECTOR

The Contra Costa County Historical Society seeks a part-time Executive Director whose work includes both “inside” and “outside” tasks.

The “outside” tasks require the Director to be the voice of the Society to those with whom it connects and serves, including but not limited to:

- The Contra Costa County Board of Supervisors
- Members of the public seeking information from the Society’s extensive archives
- Schools and community organizations
- Local officials such as mayors and city administrators
- Local city and town historical societies
- County and city libraries

The “inside” tasks require the Director to be able to run a non-profit organization that is staffed largely by volunteers. That work includes but is not limited to:

- Recruiting, training, and managing volunteers
- Grant writing
- Managing extensive and growing archives
- Understanding legal and financial reporting
- Monthly reports to the Board of Directors
- Fund raising
- Managing the small bookstore in the Society’s office
- Facility and equipment maintenance

The Executive Director also:

- Helps develop and attend Society events and community events on behalf of the Society
- Develops and creates public exhibits
- Develops and presents educational programs for the public, schools, and community groups
- Works to increase the Society’s membership
- Oversees the Society’s website and interacts with the media



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The successful candidate must be:

- Energetic, outgoing, and self-motivated
- Able to work well with others
- Enthusiastic about local history and able to excite others about the Society's work
- Proficient in managing an office
- Knowledgeable about archival and museum practices
- Able to supervise archivists' work
- Excellent at communicating both orally and in writing
- Experienced in working with non-profit organizations and boards of directors, preferably at a management level
- Able to recruit, train and manage volunteers
- Familiar with (or willing to acquire) a good working knowledge of Windows 10 and Office 2007 and later versions.
- Familiar with (or willing to acquire) a good working knowledge of digital archiving and PC networking, as well as PastPerfect Museum Software.

The Society's work is growing. It intends to scale up its operations to handle multiple new accessions from many sources in the county. The Executive Director must be able to plan the growth of the physical facilities, the acquisition of new spaces, and the archiving of new collections and accessions.

The successful candidate will have a minimum of a bachelor's degree or equivalent, preferably in museum studies or a related field.

The Executive Director works three days per week plus one Saturday a month. Compensation depends on qualifications. The new Executive Director will start work in October 2020.

To apply, please send your resume (including the names of three references), and a cover letter to: Executive Director Search Committee, Contra Costa County Historical Society, 724 Escobar St, Martinez, CA 94553 or email to ExecDirApp@cocohistory.org. Application deadline is August 17th.