

Executive Director

Mansfield Historical Society, Mansfield, CT
954 Storrs Road, Storrs, CT 06268
www.mansfieldct-history.org

The Mansfield Historical Society is seeking to fill the position of Executive Director. Mansfield has a long history as an agricultural community, as the locus of small-scale manufacturing (including America's first mechanized silk production), and as the home town of the state's flagship institution of higher learning, the University of Connecticut. The Society is a member-supported nonprofit organization whose mission is to discover, collect, and preserve the history of the town, promote historical research, and share findings with the public through meetings, exhibits, and publications. Its two Town-owned buildings, located within the Spring Hill Historic District, are currently undergoing a significant renovation, and the new executive director will play an integral part in reconfiguring the Society's collections as it returns to the buildings, along with envisioning the future. The outgoing executive director will mentor and provide training to the new director.

An ideal candidate will be enthusiastic and committed to continuing and enhancing our mission of preserving and presenting the history of Mansfield and related subjects to our membership, the local community, and the general public. Under the direction of the executive council, the executive director oversees the day-to-day administrative duties of the museum and coordinates the development and execution of annually changing exhibits. Candidates should be able to work independently and also productively collaborate with volunteers and exhibit curators. The executive director serves as the hub of the society's activities and can rely on support from the executive council, committee members, and volunteers, who supplement and strengthen the mission through their diverse expertise and experiences.

Work Hours and Compensation

- Part-time: 24 hours per week, including 1 weekend day during the museum exhibit season, which is June through September, Saturday and Sunday 1:30 PM - 4:30 PM
- The schedule is flexible as long as the 24 hours per week are met
- Salary: \$30-\$35K or commensurate with experience and willingness to take on more operational responsibilities
- The position does not offer any benefits
- This position can be hybrid, allowing the candidate to perform some work off-site.
- Salary is paid bi-weekly

Position Responsibilities

Museum Exhibits:

- The planning and execution of at least one yearly exhibit (with input and collaboration of the executive council and possible guest co-curators)
- Researching and presenting exhibit themes to the executive council
- Applying for grants as needed to support society initiatives, exhibits and special projects
- Designing, composing, and producing exhibit text, labels, posters, and other materials
- Recruiting volunteers to assist with exhibit development and installation when needed
- Acting as the lead exhibit docent
- Providing training to museum hosts/hostesses.

Administration and Operations

- Managing the museum collection and library/archives
- Acting as administrator of the collection management system
- Overseeing volunteers in the maintenance of catalog records and the cataloguing of new acquisitions
- Mentoring student interns and overseeing their work
- Assisting the treasurer with accounting of money from sales, membership dues, and contributions
- Overseeing membership renewal mailings twice a year
- Supporting the production of quarterly newsletters
- Responding to questions and inquiries received by email or museum phone
- Reporting and tracking building maintenance problems to town officials

Governance and Board Relations

- Reporting operational progress every quarter to the executive council
- Working with the treasurer and president on developing an annual budget for presentation to the executive council
- Maintaining professional affiliations and following meetings and workshops sponsored by local and state museum and history organizations

Qualifications/Skills

- A minimum of a Bachelor's Degree in history, museum studies, art history, or a related subject. Master's degree preferable
- The ability to be proactive and generate new ideas
- Genuine interest in Mansfield town history and the desire to learn and become an expert
- Strong written and interpersonal skills
- Experience with Microsoft Office and comfortable with file back-up and archive procedures
- Familiar with Facebook, Instagram and other social media
- A sense of personal responsibility to all phases of the job and loyalty to the society, the museum, and the executive council

Desirable Skills

- Experience mentoring student interns and overseeing volunteers in a museum or library setting
- Experience in applying for grants
- Experience with fundraising and membership drives
- Expertise in one or more areas of Connecticut history
- Experience with QuickBooks (accounting software)
- Experience with WordPress (content management tool for our website)
- Experience with digital cameras
- Willingness to do physical and sometimes dirty work

How To Apply:

The listing will be open until January 9, 2026.

Please visit our web site <https://mansfieldct-history.org/executive-director-vacancy/> and apply by filling out the submission form along with professional references, your resume, and a cover letter articulating why you would make an ideal candidate.

Suitable file formats are .pdf, .doc, .docx, .rtf, and .txt. Upon submission you should receive a reply email that your application has been received. Please review what you have submitted and submit again if needed. No phone calls, please. Only those selected for an interview will be contacted. The Mansfield Historical Society is an Equal Opportunity Employer.