

Executive Director

Position: Executive Director, Atwood Museum, Home of the Chatham Historical Society, Chatham, Massachusetts

Reports to: Chair of Board of Trustees

Status: Full-time, salaried position requiring some evenings and weekends

Start Date: February 2026

Job Summary:

The Executive Director serves as the pivotal leader of the Atwood Museum, working closely with a dedicated and experienced Board of Trustees. This role encompasses a wide range of responsibilities, including daily operations, staff and volunteer leadership, fundraising initiatives, and fostering community engagement.

About the Atwood Museum:

Founded in 1923, the Chatham Historical Society aims to educate and inform current and future generations about the history and culture of Chatham and its surrounding areas. This mission is accomplished by collecting and preserving historical records and by showcasing and interpreting art, artifacts, archives, and sites of historical significance. The museum features the original Atwood House, constructed in 1752, which has been preserved to reflect its 18th and 19th-century furnishings. Additionally, a 2005 expansion houses eleven galleries of permanent and temporary exhibits, while the grounds include the 20th-century Nickerson North Beach Camp, the Chatham School Bells, and the Chatham Light Display. For further details about the Chatham Historical Society and the Atwood Museum, please visit chathamhistoricalsociety.org.

Responsibilities and Expectations to include by not limited to:

- **Leadership and Board Relations:**

Collaborate with the Board of Trustees and committees to shape long-term visions and strategies for the museum. Attend all Board meetings providing a monthly report to include membership numbers, visitor attendance, grant status and other key performance indicators.

- **Development:**

Lead fundraising efforts, manage the annual campaign, enhance membership growth, oversee financial operations, work with the Treasurer on the annual budget, and secure grant funding.

- **Personnel Oversight:**

Hire, manage, mentor and evaluate all staff members, volunteers and consultants.

Conduct regular staff meetings to develop a cohesive team atmosphere and a committed and motivated staff.

- **Marketing:**

In partnership with the Associate Director, maintain and update the museum's social media presence, manage electronic newsletters, enhance website content, develop marketing campaigns, and design brochures for various programs.

- **Exhibition Curation:**

Protect the assets of the organization which include managing, securing and maintaining the collections held in public trust. Participate in meetings regarding accessions and de-accessions. Plan and execute annual exhibitions alongside the Associate Director, ensuring the safe display of artifacts. This includes researching themes, planning layouts, and updating exhibit spaces as needed.

- **Outreach and Programming:**

Act as a community liaison by managing partnerships, nurturing donor relationships, and representing the museum in public forums. Collaborate with the Assistant Director to develop and implement an annual calendar of musical performances, lecture series and special events.

In summary, the Executive Director's role encompasses leadership, financial management, operations, marketing, exhibition curation, and community outreach, all crucial for the continued growth and excellence of the Atwood Museum.

Qualifications:

Minimum education of a Bachelor's degree from an accredited college or university. Experience in a museum or nonprofit organization preferred. Physical requirements include light duty activities such as lifting boxes, using a step ladder and setting up tables/chairs, etc. Ability to provide strong leadership, vision and strategic direction. Competence in managing museum operations including personnel matters. Working knowledge of spreadsheet, database, email, calendar/scheduling and word processing software. Strong business management skills as well as excellence in writing and public speaking. Program planning and development skills. Ability to work cooperatively, diplomatically, and effectively with Boards and in community relations and outreach capacities.

How to Apply:

This is a full-time, exempt position with a salary range of \$75,000 - \$85,000. Benefits include healthcare contribution, a matched IRA program, and vacation/sick leave. To apply, please email a cover letter, resume and references to board.atwood@gmail.com