

# Job Description for CWH Director



## Centerville- Washington History

Centerville-Washington History was established in 1966 and is a non-profit organization in the heart of Centerville, Ohio. CWH operates three museums and one research and archive center.

The mission of Centerville-Washington History is to connect the community to its heritage by collecting, preserving, interpreting, and promoting the history of the local area.

**The Director must have a passion for history and a willingness to be involved in all aspects of the Centerville / Washington Township community.**

While the core museum hours are 12:00-4:00 Tues-Fri., typical hours can be 20-25 hours / week.

The Director reports to, and works closely with the Board of 14 Trustees and the Board President.

## **Principle Responsibilities**

### **Supervision**

- Hires, reviews and supports a part time staff of four.
  - Finance manager, also edits newsletter and manages Asahel Wright Museum
  - Curator of archival collection and museum and outside exhibits
  - Education coordinator of school tours, summer programs and outside educational programs
  - Administrative Assistant supports Director, and membership of 300.

### **Finance**

- Manages annual budget of \$140,000.
- Attends monthly finance meeting

### **Meetings**

- Attends monthly board and finance meetings
- Holds regular staff meetings
- Prepares and attends Monthly Speaker series

### **Events**

- Plans and attends July 4 Americana festival
- Plans and attends Hometown Holiday Event
- Assists in planning and attends Sense of Taste event

### **Community Interface**

- Represents CWH at relevant city and township events/meetings
- Principle contact with City/Township Administrations

### **Skills**

- Promote a team support approach with staff who need little supervision
- Good computer Microsoft office knowledge
- Ability to write professional correspondence with members and community leaders
- Public speaking to groups to promote the vision of CWH

### **Job Location**

Walton House Museum  
89 W. Franklin St.  
Centerville, Ohio 45458  
PH: 937-433-0123

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