



Assistant Director, Howard County Historical Society (MD)

Are you a thoughtful, values-centered leader ready to make a tangible impact on local history?

The Howard County Historical Society (HCHS) is a dynamic, small museum and archives in historic Ellicott City, Maryland. We are on an exciting path toward greater community relevance, ethical practice, and innovative public history, managing four unique sites: the Archives Center, Museum of Howard County History, Ellicott Mills Children's Museum, and Pue-Fulton Farm Museum. We're looking for an Assistant Director to be the Executive Director's right-hand partner in advancing our mission and solidifying HCHS's reputation for doing essential, high-quality work in the public history field. This is an opportunity to lead, innovate, and see your efforts directly benefit our community.

The opportunity and scope of the position

This role is designed for a flexible generalist who thrives in an "all hands on deck" environment. The Assistant Director will be involved in nearly every aspect of daily operations, from strategic planning and curatorial work to direct engagement with visitors and facility support. This is a chance to gain comprehensive experience and truly shape the future of a vital community institution. Duties:

- Assist the Director in daily museum/archives operations, including staff and volunteer supervision.
- Serve as assistant curator/archivist and assist with research requests.
- Coordinate exhibit development.
- Support educational and public programming.
- Oversee social media and newsletter production.
- Represent the museum at events and engage with visitors.
- Lead efforts to support rentals and special events.
- Serve as a backup to museum and event open hours.
- Contribute significantly to strategic planning and the annual budget preparation, directly influencing the future trajectory of the Society.

Minimum Requirements

- Education: Bachelor's degree in history, museum studies, public administration, anthropology, or a related field, *or* combination of professional experience and training.
- Experience: Demonstrated professional experience (2+ years) in a museum, archive, public history, or non-profit setting.
- Technology Skills: Proficiency with Microsoft Office Suite, Google Workspace, social media platforms, and a willingness to learn collection management database systems.



- **Physical Demands:** Ability to lift and move up to 25 pounds and comfortably navigate four different historical sites and work spaces.

Desired Skills and Attributes

- **Strategic & Creative Thinker:** A critical thinker and strategic planner who is creative and detail-oriented in developing solutions and programming.
- **Engaging Leader:** Exceptional interpersonal skills demonstrated by the ability to effectively engage with and supervise staff, volunteers, and the public.
- **Adaptability:** Proven ability to be reliable and flexible in a dynamic, fast-paced small museum environment.
- **Preferred Experience:** A Master's degree in a related field is preferred, as is previous supervisory or formal project management experience.

Compensation

The salary for this full-time (40 hours/week), exempt position is \$24/hour. We recognize that this salary does not fully reflect the value of the experience and dedication we seek, and we are actively working to change that. While we cannot offer traditional benefits at this time, we provide:

- Flexible Schedule and Work-from-Home Option (reliable on-site attendance and coverage of open hours is still required).
- Professional Development support.
- A supportive, mission-driven team doing nationally recognized work in community-centered public history.
- Direct influence on the organization's strategic path toward fiscal health and equity.

Some weekend and evening hours are required to support programs and events.

Application

Please send a cover letter and resume to director@hchsmd.org. No phone inquiries or online messages please. Interviews will begin immediately with the closing date for this position on October 30, 2025. Expected start date is by mid-November.