



**PILGRIM SOCIETY &
PILGRIM HALL MUSEUM**
75 Court Street, Plymouth, MA 02360
508-746-1620; www.pilgrimhallmuseum.org



NEWS RELEASE

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For Immediate Release

Contact: Sue Giovanetti, PHall.Museum@gmail.com

Pilgrim Society & Pilgrim Hall Museum Seeks New Executive Director

The Pilgrim Society and Pilgrim Hall Museum, located in historic Plymouth, MA seeks a full-time Executive Director who will energetically further the organization's mission to promote worldwide awareness of the Pilgrims' significance as an enduring narrative of America's founding. The Pilgrim Society, established in 1820, operates Pilgrim Hall Museum, the oldest public museum in the country, featuring the largest collection of Pilgrim artifacts. The museum has an active schedule of exhibitions, public events and educational programs. The Society has an annual operating budget of \$640,000.

- The Director is a full-time salaried position reporting to the Executive Committee and the Board of Trustees.
- The Director has complete authority and responsibility for the day-to-day operations of the Pilgrim Society within the constraints of the approved budget.
- The Director supervises the development and marketing functions of the organization, ensuring consistent growth in visitors and donors to the museum.
- The Director manages and oversees all areas of the Society's operations, including administrative, educational, curatorial, financial, development, marketing and planning activities.
- The Director is the primary staff liaison for Executive, Finance, and Nominating Committees and works closely with those committees to ensure that goals are set and reached. The Director provides staff liaison, either personally or through delegation to another staff member, for all other committees of the Society.
- The Director is responsible for carrying out the policies approved by the Executive Committee and the Board of Trustees.

- The Director supervises the Pilgrim Society's Library & Archives programs and facilities, insuring that reference service is provided.
- The Director has complete charge of all personnel matters including hiring, firing, directing, supervising and otherwise managing staff.
- The Director is an active and visible representative of the Pilgrim Society & Pilgrim Hall Museum, speaking and writing about the Society, its goals and its mission, and participating in community organizations and events to further the Society's mission and raise its presence in the various communities to which it belongs. In particular, the Director acts as a liaison with Plymouth 400, Inc. to facilitate the active involvement of the Pilgrim Society in 2020 commemorative events.
- The Director also is responsible for ensuring content for the Society's Newsletter and for the Website. The Director is responsible for the timely publication of the Newsletter and the Annual Report.

Qualifications

The position calls for an engaged and dynamic leader with excellent strategic, interpersonal and communication skills. The ideal candidate will have a bachelor's degree (with advanced degree preferred) and experience leading a non-profit organization with similar mission.

Send cover letter and resume, to: Search Committee, Pilgrim Hall Museum, 75 Court Street, Plymouth, MA 02360 or PHall.Museum@gmail.com

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Pilgrim Hall Museum is located at 75 Court Street (Route 3A), Plymouth, Massachusetts 02360.

Information: 508-746-1620; Web site: www.pilgrimhallmuseum.org

Hours: 9:30 a.m. to 4:30 p.m. 7 days a week. The Museum is closed on Christmas Day, New Years Eve and the month of January.

Admission: Adults \$8.00; seniors (62+) \$7.00, Children (5-17) \$5.00; Families (2 adults with their children aged 5-17) \$25.00. Residents of Plymouth, Massachusetts are admitted free.