

EXECUTIVE DIRECTOR: NATIONAL CAPITAL TROLLEY MUSEUM

The National Capital Trolley Museum (NCTM), a volunteer operated and staffed 24,000 square feet campus in the Northwest Branch Park of Montgomery County, Maryland, seeks an experienced and dynamic Executive Director to continue its mission as a cultural and community leader.

The mission of the NCTM is to preserve and interpret the heritage of electric street and interurban railways and to connect its audiences to the transit-based development of their communities through its demonstration railway and evolving special exhibits and special programs. The NCTM acquires, manages and displays collections of objects related to the history of electric street railways and operates an electric railway for interpretive purposes. The current collection includes streetcars, and hundreds of documents, photographs, and trolley related artifacts that are preserved and interpret the history of electric streetcars. The campus facilities include three buildings; the Main Museum Hall, where model streetcars and artifacts are displayed, Streetcar Hall where visitors can observe domestic and international street cars, and the Maintenance and Repair Building, where the maintenance and rehabilitation of our streetcar collection is performed.

NCTM seeks to fill its Executive Director position, which is responsible for overall management and leadership. This includes management of our staff and volunteers, daily operations, effective management of our extensive collections, programming, fundraising, member engagement, and public relations. The position reports to the President of the Board of Trustees.

The ideal candidate will have relevant experience in dealing with the public and will have demonstrated organizational and management skills. Previous knowledge and application of the Past Perfect program and Quickbooks, including generally accepted museum bookkeeping and documentation procedures is ideal. A bachelor's degree or higher in Museum Sciences or other related field is required, with at least five years of experience in a management or leadership position, preferably in a non-profit environment.

NCTM has a committed and active Board and an engaged community of volunteers passionate about the Museum that will actively support the Executive Director. This is a full-time position with a competitive salary.

Executive Director Job Responsibilities:

- Promote professional museum practices to the Board, volunteers, and staff.
- Implement policies and procedures set forth by the Board.
- Represent the Museum at public functions and events related to the operation and promotion of the Museum and its activities.
- In conjunction with Board Members, volunteers and staff:

- Ensure continued operation of the Museum railway, facilities, retail operations and management of the collection, including acquisitions, preservation and presentation.
- Provide leadership for community outreach and fundraising activities and marketing initiatives involving the Museum and its activities.
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Recruit, engage and retain diverse and qualified volunteers and staff.
- Oversee and grow the Museum's education activities and public programs.
- Enhance internal and external communications via publications, social media, etc.
- Administer, promote, and manage the Museum membership program; and
- Ensure financial responsibility and accountability to the Board.

Work Hours and Benefits:

This is a full-time position, Tuesday – Saturday on site, with extended hours for special events and meetings.

Competitive health insurance and paid time off are offered.

Executive Director Qualifications/Skills:

- Demonstrated leadership and management skills.
- Ability to multi-task and prioritize duties and responsibilities.
- Takes initiative and works independently.
- Creative problem-solving skills
- Enthusiastic and dynamic
- Flexible and organized.
- Collaborative, strong interpersonal skills

Education and Experience

- A bachelor's degree or higher in Museum Sciences or related field.
- Experience in dealing effectively with the public.
- Demonstrated organizational and management skills.
- Knowledge and application experience of the Past Perfect program and QuickBooks including generally accepted museum bookkeeping and documentation procedures.
- Familiarity with commonly accepted museum curatorial/preservation practices.
- General understanding of facility safety, cleanliness and maintenance.
- Five or more years of management or supervisory experience
- Non-profit management experience required, living history museum environment is preferred.