

**STANLEY-WHITMAN HOUSE**  
*A National Historic Landmark and Living History Center*

The Stanley-Whitman House seeks a creative, experienced, and organized professional Executive Director to provide it with dynamic leadership and oversight. The Executive Director will oversee and manage the strategic plan, mission delivery, and daily operations of the Stanley-Whitman House. Responsibilities will include managing five part-time staff and 60 volunteers; assuring that institutional policies and procedures as well as professional, ethical and legal standards are met; furthering the preservation of the historic house, collections and archives; coordinating the maintenance and safety of the facility; managing programmatic, educational and marketing initiatives; and leading fund development efforts to ensure the fiscal health of the institution.

The ideal candidate will have a sense of humor, a proven ability to build relationships, and a strong desire to work in a demanding non-profit museum and education environment. Previous experience in staff supervision, collection management, use of technology, and prioritizing projects are also important. The ideal candidate should be able to rapidly identify and address critical issues, respond to new opportunities, and prepare and present effective written and oral reports to donors and constituents. Strong leadership and interpersonal and customer service skills are critical to work effectively with a variety of constituents, including the Board of Directors, staff, community members, town officials, and neighbors. The salary is commensurate with experience; starting range is \$35,000 - \$45,000.

## **MISSION**

Stanley-Whitman House, a living history center, exists to educate through the collection, preservation, research and dynamic interpretation of the history and culture of early Farmington. The authentic programs and events encompass interactive and first-person interpretations of life from 1642 through 1810. Adults, families and schools located in the eight original land areas, are the primary geographic focus: Farmington, Unionville, Berlin, Southington, Bristol, Avon, New Britain, Burlington and Plainville.

## **VALUE STATEMENTS**

- Stanley-Whitman House presents history authentically to the public, with the understanding that the interpretation of history changes as new information and viewpoints become available.

- Stanley-Whitman House provides experiences to make history vibrantly real. We believe that people of all ages understand and empathize with people of the past through real-life, participatory experiences.
- Stanley-Whitman House stewards an important period of American history by preserving a nationally-significant historic building and landscape, and a priceless archives and collection.
- Stanley-Whitman House actively collaborates with local heritage partners to enrich the presentation and strengthen the preservation of history. The museum values its role as *The Farmington Visitor Center*, a gateway to Farmington's heritage and historic sites.

The Farmington Village Green and Library Association (FVGLA) is the parent owner of the Stanley-Whitman House, the Farmington Libraries, the Memento Mori Cemetery and the Farmington Village Green. The Board of the Stanley-Whitman House Museum and its Executive Director oversee the operations of the Stanley Whitman House, the Memento Mori Cemetery and the Farmington Village Green. The FVGLA provides financial management and development for the Stanley Whitman House's endowment, audit services, insurance and general marketing. The Executive Director of the Stanley-Whitman House serves on the Executive Committee, Finance Committee and Development Committee of the FVGLA.

To learn more about the Stanley-Whitman House, please visit our website at [www.stanleywhitman.org](http://www.stanleywhitman.org). Interested candidates should send a cover letter, resume, and salary requirements via electronic mail to:

Terry Roberts  
Chair, Search Committee  
Stanley Whitman House  
37 High Street  
Farmington, CT 06032  
Email: [search@stanleywhitman.org](mailto:search@stanleywhitman.org)

**Electronic submissions ONLY. No phone calls, please.**

*The position is available on March 1, 2018. The Stanley-Whitman House seeks candidates who would add to the intellectual, racial, cultural and ethnic diversity of the Farmington community and is an Equal Opportunity Employer.*