
Title of Position *	Executive Director
Institution *	Heritage Society of New Braunfels/Museum of Texas Handmade Furniture
Position Location: City & State *	New Braunfels, TX
Position Closing Date	

About the Institution

The Museum of Texas Handmade Furniture, owned and operated by the Heritage Society of New Braunfels, is a collection of primarily Biedermeier-style furniture built by German craftsmen on the Texas frontier 1840–1880. The museum is in the historic Breustedt Dillen Haus, an 1858 fachwerk structure. The 11.5-acre property includes seven additional early New Braunfels buildings and three late 20th century structures.

In addition to its unique museum collection, the Heritage Society of New Braunfels is known for its popular Living History education program and for Folkfest, an annual heritage festival and the Society's primary fundraising event.

Institution Website Address	http://www.TexasHandmadeFurniture.org
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Summary of Responsibilities

The Heritage Society of New Braunfels (HSNB) seeks an executive director to lead and manage the strategic and operational components of the society and the Museum of Texas Handmade Furniture. HSNB exists to preserve, promote, and exhibit the Museum of Texas Handmade Furniture.

The ideal candidate for this position will bring leadership experience in fundraising, grant writing, financial management, and operations. An understanding of the way small museums contribute to local communities is essential, as is the ability to work cooperatively with the board of directors, community leaders, staff, and volunteers. The executive director is expected to integrate into the local community, attend local events, and speak on behalf of the organization at local civic, government, and social organization meetings.

The ideal candidate for this position must be self-motivated and able to work unsupervised.

Required Qualifications

Degrees in history, public history, museum studies, nonprofit management or a related field. A BA is required, and MA preferred.

2–3 years working as director or assistant director of a small museum or historical organization.

3–5 years' experience in some aspect of museum administration including direction, exhibits or collections management, cultural resource management.

2–3 years' experience with budgets, grant writing, fundraising.

Experience managing and/or training docents and volunteers.

Exceptional oral and writing skills desired.

Familiarity with Past Perfect, Quick Books, and Microsoft Suites a plus.

Compensation	Compensation is commensurate with experience and could include a combination of salary, living quarters, and reimbursement for health insurance.
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Apply at this Website:

Apply with this email:	TxFurnED@Gmail.com
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Special Instructions to Apply:

To apply, please email a résumé and letter including three references or mail to:

Valin Woodward

1115 W. Bridge Street

New Braunfels, Texas 78130
