



American Precision Museum
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www.americanprecision.org
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May 14, 2018

AMERICAN PRECISION MUSEUM SEEKS A NEW EXECUTIVE DIRECTOR

The American Precision Museum, founded in 1966, and located in Windsor, Vermont, is housed in a National Historic Landmark building and holds one of the finest collections of early machine tools in the nation. Exhibits are open to the public daily from Memorial Day weekend through October. The museum's mission is to capture the imaginations of young and old with the spirit of innovation, problem solving and design, as demonstrated through the dynamic story of the machines and people which form the foundation and future of manufacturing in America.

The Board of Trustees seeks a full time Executive Director to implement the museum's mission in innovative and creative ways. Responsibilities include leading the museum's daily operations, developing and managing an annual budget of \$450,000, and overseeing a year-round staff of two full-time plus one part-time employees, and several seasonal employees. The successful candidate will have the leadership skills to represent the organization effectively to the business and manufacturing community, to the non-profit sector, to the community at large as well as members and supporters. He or she will be a results-driven, high-energy professional of unquestionable integrity and dedication who enjoys taking on new challenges and multi-tasking. The position requires proven experience in grant writing, project management, fund-raising, donor stewardship, and program development.

A Bachelors degree in a relevant area of study is required with a minimum 2 – 3 years' experience in museum management. Experience in the machine tool industry is highly desired. Salary will be negotiated based on experience.

Please see the full position description at <http://www.americanprecision.org/about/employment>.

American Precision Museum is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.

To apply please send a one page letter of intent with a two page resume to Chair, Search Committee, at info@americanprecision.org. The deadline for submission is June 15. Please, no phone calls.