

## **Yarmouth Historical Society**

The Yarmouth Historical Society (incorporated 1960) is a tax-exempt 501(c)(3) charitable corporation whose Mission is to collect and preserve the history of the Town of Yarmouth and the area of Old North Yarmouth, and to educate the public about our community's past. The YHS focuses on the present Town of Yarmouth and "Old North Yarmouth," which today comprises the seven towns of Cumberland, Freeport, Harpswell, North Yarmouth, Pownal, Yarmouth, and Chebeague Island (plus small areas in Brunswick, Georgetown, and some Casco Bay islands).

### **The Society**

1. collects, researches, and displays historical artifacts and information;
2. maintains, safeguards, and enhances its collections and facilities;
3. sponsors educational and informational programs, events, and activities;
4. encourages and supports the recognition and preservation of local historic areas, sites and structures;
5. owns, maintains and exhibits the 1-room Old Ledge School, and
6. cooperates with North Yarmouth Academy, the Yarmouth Public Schools system, and other community and area organizations that have similar purposes and interests.

The Society has approximately 400 members, an annual budget of \$200,000, a \$3 million endowment, and a 4-year-old 4,500-square foot offices/museum on East Elm Street in Yarmouth. The YHS is governed by a Board of Trustees, which includes seven committees (Executive, Collections, Development, Governance, Facilities, Finance, and Program).

## **The YHS Executive Director**

The Executive Director (ED) reports to the Board of Trustees. The position is salaried, year-round (includes paid vacation time), and 40-hours per week.

As the YHS's chief administrative officer, the Executive Director (ED)

- is responsible for the overall operations of the Yarmouth Historical Society, its History Center, and two off-site properties (a warehouse where some of the Society's collections are stored and an historic 1-room schoolhouse),
- is responsible for fundraising,
- is responsible for the Society's collections, including their proper storage and security, and decisions concerning accession and de-accession of items,
- develops an annual budget (to be approved by the Board),

- supervises all staff (currently three part-time staff in addition to the ED) and volunteers,
- advises the Board in developing the Society’s vision, policies and goals, and assists Board committees as requested,
- reports to the Board monthly in writing on activities, programs and operations, and
- attends all meetings of the Board of Trustees and, when necessary, the Executive Committee.

The following qualifications are preferred:

- a graduate degree,
- 5 years of experience in history or cultural studies,
- experience managing a non-profit cultural institution,
- experience in fundraising, personnel management and as a chief executive officer.

## **The Town of Yarmouth, Maine**

The Town of Yarmouth, Maine and its 8,300-plus residents enjoy a New England style main street (known as “the Village”) with a combination of old homes and small businesses, a beautiful parkway along the picturesque and historic Royal River, a sheltered port in Yarmouth Harbor and a diversified commercial base along U.S. Route 1. Yarmouth is home to a best-in-Maine public school system and the thriving, 202-year-old private K-12 North Yarmouth Academy. Many residents contribute their time and efforts to local organizations (including the YHS), making Yarmouth a warm and welcoming community. The area, then known as North Yarmouth, was first settled by Europeans in the 1680s, though it was used by Native Americans for millennia before.