

## **Hitchcock Memorial Museum and Library Director Job Description**

### **ABOUT THE HMML**

The Hitchcock Memorial Museum and Library (HMML) was founded in 1899 to serve the people of Westfield, VT; and is owned and operated by the Town of Westfield. In addition to a small-but-vibrant library, there is a unique natural and local history museum largely built on collections from the Victorian era. The HMML is currently in a period of revitalization, changing from a “hidden gem” into a hub for community engagement, where residents of Westfield and surrounding towns come to learn more about the world and make connections with their neighbors.

### **POSITION OVERVIEW**

As the primary employee of the HMML, the Director is responsible for all aspects of the day-to-day administration of the Hitchcock Memorial Museum and Library (HMML) in accordance with the mission and policies adopted by the Board of Trustees. The Director trains and supervises all other staff and volunteers, works with the Trustees to develop the annual budget, and has responsibility for keeping operations within the parameters of the approved budget. They have overall responsibility for library collection development, oversight of all library services, and care of the museum collection. The Director works with the Trustees on strategic long-range planning, and is a spokesperson for the HMML. They ensure a high standard of customer service for all patrons in a welcoming environment, including planning a variety of programs and services to meet the needs of the community.

Hours: 14-18 hours per week, spread over 3-4 days per week

Pay: \$18-\$23 per hour, based on experience

### **GENERAL DUTIES AND RESPONSIBILITIES**

#### **Administration/Supervision**

- Train, schedule, and supervise the Library and Museum Assistant and volunteers.
- Develop and review staff job descriptions in collaboration with the Trustees.
- Evaluate staff performance on an annual basis.
- Operate within the approved budget.
- Carry out policies adopted by the Trustees and make policy recommendations to the Trustees.
- Attend Trustee meetings and report on library operations.
- Prepare an annual report to the Town with input from the Trustees.
- Collect accurate data throughout the year on usage, programs, and services and submit an annual report to the Vermont Department of Libraries.
- Work with the Trustees on strategic planning to meet goals and objectives, and implement the approved long-range plan.

#### Financial responsibilities

- Work with the Trustees to prepare the annual budget.
- Review bills and submit them to the Treasurer for approval and payment.
- Work with the Board of Trustees Treasurer and the Town Treasurer to track the budget, donations, endowment income, and grant funds, making adjustments for unexpected expenses.
- Write grant proposals.

#### Patron Services

- Ensure a high level of patron service and attentiveness from staff.
- Assist patrons with reference and reader's advisory needs.
- Assist patrons with the use of public computers and digital services.
- Respond to patron complaints and suggestions.

#### Museum

- Work with the Trustees to develop and execute a multi-year plan to safeguard, clean, catalog, and interpret the museum collection using guidelines provided by a recent grant-funded report on the HMML.
- Receive training on necessary curatorial skills.
- Train and supervise staff and volunteers working with the museum collections.

#### Library Collection Development

- Work to build and improve the Library's collections of print, non-print, and digital materials to reflect community needs and interests.
- Seek out community input in developing the collection.
- Keep abreast of publishing trends.
- Oversee the organization of library collection and placement of materials.
- Weed collection periodically to keep it current and fresh.
- Handle donations of materials.

#### Community Relations

- Plan and implement programs and services to reach all age groups, including at least monthly programs, events, or ongoing clubs or class series.
- Keep the community updated through Facebook, Instagram, Front Porch Forum, the Town website, local newspaper articles, school newsletters, and flyers at local businesses and the recycling center.
- Cooperate and collaborate with community partners and local schools, including coordination of the afterschool program and pre-school play group based at the HMML, and development of new partnerships.

### Technology

- Develop, manage, and troubleshoot Library technology and services, in accordance with Library's objectives, needs, and resources.
- Work with Trustees to make technology decisions and purchases, and oversee the implementation of emerging technologies

### Professional Development

- Attend professional conference(s) and relevant library webinars and workshops, as time, budget, and the needs of the Library permit.
- Maintain a relationship with the Vermont Department of Libraries, including staying up-to-date on list-serv postings and attending regional meetings.

### Building Maintenance

- Ensure that the HMML is clean, organized, and safe by monitoring the state of the facility and plumbing and heating systems.
- Notify Trustees and Town appointees of any maintenance or grounds issues, and follow up to coordinate the scheduling of repairs.
- Coordinate regularly scheduled cleaning with a cleaning service.
- Conduct regular maintenance tasks, including monthly fire extinguisher checks, emptying dehumidifiers and monitoring humidity in the basement, monitoring mouse and insect traps, and taking garbage and recycling to the town recycling center weekly.
- Light cleaning duties, to include cleaning the bathroom and vacuuming high traffic areas as needed between scheduled cleanings.
- Work with groups using the building to ensure that spaces are left clean and tidy.

### **QUALIFICATIONS**

- Enthusiasm for the role of public libraries as community hubs, centers of learning, and transformative institutions.
- Bachelor's Degree and a minimum of two years of experience working in libraries, preferably as a librarian or library director in a public or community library.
- Vermont Certificate of Librarianship or working towards such.
- Experience working with the public.
- Knowledge of integrated library systems.
- Experience with budgets and supervision of employees is preferred.
- Strong oral and written communication and computer skills.
- Must be able to lift 30 pounds.
- Must pass background check.

Adopted Date: February 5, 2026