



Job Description: Director of Education and Outreach

Old Bristol Historical Society (OBHS)

Bristol, Maine

www.oldbristolhistoricalsociety.org

Updated February 20, 2026

Position Summary

The Old Bristol Historical Society (OBHS) seeks a creative, energetic, and collaborative **Director of Education and Outreach** to lead and coordinate the organization's educational programming and community engagement efforts. This role is ideal for a people-oriented leader who is passionate about local history, enjoys working with volunteers, and thrives in a dynamic, mission-driven nonprofit environment.

The mission of OBHS is to collect, preserve, and share the Bristol region's rich history and prehistory for present and future generations. The Director of Education and Outreach will play a key role in bringing this history to life through programs, exhibits, events, and communications that inspire learning, connection, and repeat visitation.

Key Responsibilities

Education, Programs, and Community

- Lead volunteers, staff, contractors, and other collaborators to **conceive, plan, implement, and manage educational programs and events** that align with OBHS's mission, vision, and strategic goals, while serving a diverse audience.
- **Speak engagingly and informatively** to internal and external audiences, large and small.
- Examples of programs and events include workshops and lectures; speaker series; discussion groups; topical fairs and special events; Bristol Days participation; donor receptions; volunteer recruitment and appreciation events; family, youth, and school outreach programs.

Exhibits and Visitor Experience

- Lead the design, creation, and implementation of **indoor and outdoor exhibits**, working collaboratively with volunteers, staff, and contractors.
- Incorporate technology and interactive elements where appropriate.
- Ensure that some exhibits change annually to encourage repeat visitation and sustain community interest.

Communications and Outreach

- Work closely with OBHS staff and publicity volunteers to **design, implement, and sustain an integrated communications strategy**.
- Utilize a range of media including print, digital, email, website, and social media to inform, connect, and excite target audiences.

Operations and Governance Support

- Ensure that OBHS facilities are open during posted public hours.
- Prepare and submit **monthly written reports** to the OBHS Board of Directors.
- Attend **quarterly Board meetings** and other special meetings as required.
- Represent OBHS at relevant regional meetings, partnerships, and community events.

Qualifications and Attributes

- Related education and/or demonstrated experience successfully performing similar work.
- Interest in history and a willingness to learn about the Bristol region's rich historical heritage.
- Experience successfully planning and managing short-term and long-term projects.
- Experience building, motivating, leading, and facilitating teams (including volunteers) to achieve project goals.
- Comfortable with technology and social media platforms. Proficient in the use of Microsoft Office (Word, Excel, PowerPoint), Zoom and/or Google Meet, Facebook, Instagram, Little Green Light, Gmail, Wix.
- An articulate, inspiring and experienced communicator who is comfortable speaking to a variety of audiences.
- Creative and visionary.
- Collaborative, outgoing, and energetic; enjoys working with people of all ages.
- Self-motivated and proactive, with the ability to take initiative and manage multiple priorities.

Position Details

- **Status:** Salaried position
- **Work Schedule:** Flexible workdays and hours
- **Work Arrangement:** Hybrid (combination of in-office and remote work), to be negotiated
- **Average Hours:** 20–30 hours per week, depending on candidate needs and organizational demands (to be negotiated during the hiring process)

- **Reporting** to the OBHS Executive Director.
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Compensation and Benefits

- **Annual Compensation:** \$32,500–\$46,160, depending on negotiated work hours and experience
- **Paid Time Off:** Three (3) weeks per year

Apply to: oldbristolhistoricalsociety03@gmail.com with resume, letter of application and the names of 3 references.

The Old Bristol Historical Society is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.