



Mission: The Olympia Historical Society and Bigelow House Museum preserves and shares the history and heritage of Olympia and the Bigelow House in a way that recognizes and values the diversity and rich cultures that gave rise to our community, is inclusive of all persons and perspectives, and informs and engages community members and visitors.

The Olympia Historical Society & Bigelow House Museum Job Announcement: Inspire Olympia* Program Grant Manager

Come join us as we explore, preserve and promote Olympia's history. We are a private non-profit membership-based organization presenting the stories from our past to enrich the present and inform the future of Olympia. [The Bigelow House Museum](#), owned and operated by the OHS & BHM, is the oldest residence in Olympia and one of the earliest still standing in the Pacific Northwest.

Employment Opportunity: OHS & BHM seeks to hire a part-time staff person to coordinate and manage implementation of the society's Inspire Olympia (IO) grant program. The focus of this one-year part-time position is managing essential aspects of the BHM tour operation plus implementation of OHS & BHM's goals for expanded education and outreach efforts in local history into 2025.

What is Inspire Olympia? OHS & BHM is a proud recipient of funding from the first IO grant cycle. For more information about the City's Inspire Olympia program, go to: [https://www.olympiawa.gov/community/arts, culture_heritage/cultural_access.php](https://www.olympiawa.gov/community/arts,_culture_heritage/cultural_access.php).

Job Description and Qualifications: For detailed information about this position, please review the Job Description and Job Qualifications accompanying this announcement. In these documents we outline specific tasks, grant products, and time frames. We also share our expectations about the education and work experience for the successful candidate for the job. To learn more about the society and our programs, prospective applicants are strongly encouraged to visit our website at: <https://olympiahistory.org/>.

How to Apply: Please send an email to OHS & BHM and attach a letter of interest and your resume along with contact information for three references. Your email message and attachments should be delivered to: olyhistory@gmail.com.

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Deadline for Applying: To be considered for this position, *please submit your letter of interest, resume, and references no later than 5:00 pm (Pacific Daylight Savings Time) on Monday July 15, 2024.* After July 15, all responses will be reviewed by a subcommittee of the OHS & BHM Board of Trustees. The strongest candidates may be contacted to schedule an interview either in-person or remotely via zoom meeting link. A final decision is expected no later than July 26, 2024.

Questions? Questions should be directed to: olyhistory@gmail.com. As we are an all-volunteer organization, please allow up to three days for a response from us.

In conclusion: *If you love history (especially local history) and are as strongly committed as we are to sharing and preserving heritage, you will love working with the OHS & BHM. We look forward to hearing from you.*

* The OHS & BHM gratefully acknowledges the **Olympia Cultural Access Program (Inspire Olympia)** and taxpayers to the City of Olympia for making this employment opportunity possible.

Brief History of the OHS & BHM

In 1992 friends, neighbors and supporters of local history formed the non-profit Bigelow House Preservation Association (BHPA) to preserve and protect Bigelow House and continue the family's long commitment to sharing their story and the house with the public.

BHPA purchased the house from descendants Daniel and Mary Ann Bigelow in 1994 and undertook an extensive restoration of the interior and exterior of the house to its territorial-era appearance. In 1995 the Bigelow House opened to the public as a museum, interpreting the family's story as a window on the larger history of the Olympia community, Washington State, and the Pacific Northwest.

Since the conclusion of the life-estate agreement in 2005, the Bigelow House is fully open as a museum, hosting school tours, tourists, researchers, and events. In 2013 BHPA merged with the Olympia Historical Society to form the Olympia Historical Society & Bigelow House Museum.



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Job Qualifications: Inspire Olympia Grant Program Manager

Supervisor: OHS & BHM Board of Trustees

Term: (Start/end date) Starting after July 1, 2024 to June 30, 2025

Position Overview: This position is responsible for managing and implementing the Olympia Historical Society & Bigelow House Museum (OHS & BHM) 2024-25 Inspire Olympia (IO) grant. Under direction from the OHS & BHM Board of Trustees, the IO Program Manager assures adherence to the terms of the society's IO grant agreement and that all grant products are completed in a timely manner and meet, if not exceed, the Society's expectations.

Salary: \$25.00/hour for not more than 20 hours/week.

Key Responsibilities (see attached Job Description for more details):

- Manage the BHM tour program including docent coordination, data tracking, museum visitor experience, museum maintenance and appearance; social media content, and special programming.
- In coordination with the Education Committee, facilitate OHS & BHM education and outreach programs including the Roger Easton History Grant process and formulation of the Teaching History Workgroup.
- Manage selecting a consultant to assist in the development of BHM school curriculum; to include coordination of review and comment of the draft.
- Support board and volunteers to plan and execute special events/programs.
- Raise the profile of OHS & BHM's social media presence.

Training and Support: Aside from this grant-funded position, OHS & BHM is an all-volunteer, private non-profit organization. The person in this position is expected to be organized, self-directed, needing minimal supervision plus provide periodic reporting. That said, board members and volunteers commit (as available) to provide training and direction when needed

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or desired. OHS & BHM also will provide access to training from the Washington State Historical Society and Washington Museum Association. Working from home is acceptable except when in-person presence is necessary or appropriate. If desired, an office at the BHM is available with laptop, WIFI, copier, and office supplies. Note that neither the BHM nor the organization has a telephone; therefore, having a personal phone line is essential. OHS & BHM does not provide housing, health care, nor transportation.

Commitment: Up to 50% time (or no more than 20 hours/week) during the Inspire Olympia grant contract period of July 1, 2024 to June 30, 2025. Scheduled work hours will be negotiated although grant related commitments are considered first priority. Altered work schedules must be approved by the OHS & BHM board's Executive Committee with sufficient notice.

Essential Skills and Qualifications: To be successful in this position, a person must:

- Work collegially with OHS & BHM board members, volunteers, and partners.
- Be organized, detail oriented, yet keep in-mind the "big picture."
- Be subject to a background check (facilitated and paid for by the OHS & BHM).
- Be timely in meeting deadlines, completing tasks, and responding to communications.
- Adhere to OHS & BHM policies and procedures regarding non-discrimination and ethics.

We value the different backgrounds and cultural experiences a person in this position may bring to this role.

Desired Skills and Qualifications:

- At minimum a bachelor's degree in museology or closely related field such as history, public history or education.
- A minimum of one year of work experience with a museum (preferably a historic house museum) may substitute for a degree in museology from an accredited program;
- Demonstrated experience in working with, or for, a non-profit organization plus organizing and facilitating committee meetings;
- Entry level understanding of accounting practices, managing budgets, and tracking income and expenditures;
- Demonstrated competence with social media platforms.

Questions about this position? Contact us at: olyhistory@gmail.com.

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Job Description: Inspire Olympia Program Manager

The Inspire Olympia Program Manager (IOPM) will assume responsibility for coordinating and managing the following tasks on behalf of the Olympia Historical Society & Bigelow House Museum (OHS & BHM):

- I. **Ongoing: BHM tour program from July 1, 2024 to June 30, 2025**
 - Become familiar with the history, culture, furnishings, decor and grounds of the Bigelow Family, Bigelow House and the Olympia Historical Society and Bigelow House Museum.
 - Help to recruit, train, and schedule tour docents.
 - Work with Board Members on a tour evaluation program.
 - Work with Board Members on tour script adjustments as appropriate.
 - Coordinate with the tour-day coordinator.
 - Identify promotion opportunities and special tour programs and work with Board Members to carry out an expanded tour program.
 - Work proactively to promote tours through social media or other publicity/partnership opportunities.
 - Coordinate school field trips and specially arranged tours.
 - Manage bigelowhousemuseum@gmail.com.
 - Update tour information and calendar on olympiahistory.org.
 - Track and report tour-related data and income.
 - Maintain health and safety procedures and standards.
 - Attend monthly Board & appropriate sub-committee meetings and report on Inspire Olympia grant funded initiatives.

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- Purchase BHM supplies as needed.
- Stay abreast of broad issues affecting heritage museum policies and procedures.

II. Education and Outreach Activities from October 1 to December 31, 2024

- Coordinate with Education Committee to implement second annual Roger Easton History Grant cycle (10/1/24 to 6/30/25).
- Coordinate with Education Committee to recruit members to the Teaching History ongoing work group.
- Coordinate with Education Committee and Teaching History work group to recruit and select a lesson-plan developer to draft a lesson-plan on the Bigelow House and family.
- Coordinate with the Events Committee to plan and implement the annual holiday home tour event on December 8, 2024.
- In coordination with Communications Committee, assume responsibility for managing OHS & BHM social media presence and outreach. Tasks/products shall include but not be limited to:
 - a) Minimum weekly postings on OHS & BHM social media accounts;
 - b) Track, evaluate, and report to Board on social media account data.
 - c) Update olympiahistory.org webpage & calendars as needed;
 - c) Coordinate with the Board on mailing winter quarter Thurston County Historical Journal;
 - d) Coordinate publicity and outreach for the holiday home tour event;
 - e) Identify other appropriate social media and publicity outlets.
- Continue tour management responsibilities.

III. Education and Outreach Activities from January 1 to March 31, 2025

- Execute agreement with selected recipient of the 2024-25 Roger Easton History Grant; monitor progress reports.
- Coordinate with Education Committee and Teaching History work group to implement contract with selected lesson-plan developer.
- Coordinate with developer to review and comment on draft lesson-plan with Education Committee and Teaching History work group

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including scheduling meetings, circulating materials.

- Continue monitoring progress on Roger Easton History Grant agreement.
- Continue tour coordinating responsibilities; adjust as necessary in consultation with the Board.
- Plan, schedule, and implement a program, tour, or event focusing on the heritage of an under-represented group in local history narratives. Work shall include program planning and outreach to interested audiences.

IV. Education and Outreach Activities from April 1 to June 30, 2025

- Close-out Roger Easton History Grant project including monitoring and project review. Review the 2024-25 grant experience and make recommendations for improving 2025-26 grant cycle.
- Continue tour coordinating responsibilities; adjust as necessary in consultation with the Board.
- Continue management of social media presence and publicity including social media and homepage postings; coordination and dissemination of quarterly newsletter; calendar updates, and mailing of spring quarter TCHJ.
- Plan, schedule, and implement a program, tour, or event in consultation with the Board. Work shall include program planning and target outreach and engagement with interested audiences. This could include a 30th Anniversary Event for the opening of the Bigelow House Museum in 1995.
- In coordination with the Education Committee and Teaching History work group, finalize draft lesson-plan. Tasks shall include but not be limited to:
 - a) Coordinating review and comment on the draft lesson-plan;
 - b) Coordinate beta-testing of the lesson-plan in a selected classroom setting.
 - c) Consult with Education Committee and Teaching History work group to draft a distribution & promotion plan.