



## Flannery O'Connor Childhood Home

*Overlooking Savannah's historic Lafayette Square, the Flannery O'Connor Childhood Home offers visitors a vivid look into the unusual childhood of a great American writer and a glimpse of life in Depression-era Savannah. The museum provides an array of cultural experiences for both locals and visitors in the realms of history, literature, historic preservation, storytelling, visual art, and more.*

### **JOB ANNOUNCEMENT**

#### **Home Foundation and Museum Director**

Flannery O'Connor Childhood Home

Application deadline: Review of applications will begin February 1, 2023; position open until filled.

The Flannery O'Connor Childhood Home Foundation Board is seeking a Home Foundation and Museum Director to oversee and direct operations at the Flannery O'Connor Childhood Home (FOCH) in downtown Savannah, Georgia. Salary commensurate with experience, with opportunities for performance-based bonuses.

Reporting to the Board of Directors, the Home Foundation and Museum Director is responsible for supporting the Museum's day-to-day operations and activities and communicating effectively and efficiently among the Foundation Board, visiting researchers, educational institutions, community, visiting tourists, and museum volunteers. The candidate must be skilled in the use of computer software – including point-of-sales, as well as best practices regarding office administration. A friendly outlook coupled with customer service experience and the ability to work well with others is required. Flexibility in carrying out a part-time work schedule is important as the candidate will also assist with staffing museum events outside general office hours, including the annual birthday party and parade, author talks, and fundraising events. We seek a candidate with enthusiasm for history, literature, and/or architecture.

The candidate will be expected to develop plans for increasing membership and visitors to the house. Other duties, not included below, may be assigned by the Board to support the effective operation and advocacy of the Home.

- Recruit, manage, organize, and train docents for regular tours of the Museum as well as other volunteers for programs, events, and other tasks that support the Museum.
- Serve as the first line of contact for phone calls, incoming emails, research requests, and other official correspondence.
- Work cooperatively with the bookkeeper to ensure all invoices are paid, donations received and acknowledged, sales taxes reported, etc.
- Maintain gift shop, including managing inventory, staging merchandise, conducting sales, and reordering items as needed.
- Maintain and update museum website; monitor, reply, and post on social media channels.
- Work with the Board to identify long-term and short-term repairs and maintenance issues for the Museum.
- Create and implement a routine cleaning schedule that ensures that the interior and exterior of the home is properly maintained, coordinate repairs.
- With the board, create and distribute quarterly newsletter, annual report, and other public relations items.
- Facilitate coordination of special events and meetings with board committees.
- Work with and support the board on major fundraising events.
- Serve as the liaison and landlord to the tenant in the garden-level apartment, including addressing needed repairs, collecting rent, and maintaining lease agreement.

To apply for this position, please submit:

- A complete resume plus three references with knowledge of prior work experience;
- A cover letter addressing both your interest in the FOCH and your qualifications for this position.
- By mail: 207 E. Charlton Street, Savannah, GA 31401
- By email: [Flannery@FlanneryOConnorHome.org](mailto:Flannery@FlanneryOConnorHome.org)
- Questions can also be submitted by email: [Flannery@FlanneryOConnorHome.org](mailto:Flannery@FlanneryOConnorHome.org)