

History Museum on the Square

Deputy Director & Chief of Staff

Location:	154 Park Central Square, Springfield, MO, 65806
Employment:	Full-time, salaried, exempt
Salary:	\$63,000 annually
Benefits:	Medical, dental, and vision insurance, plus a generous flex-time benefit

About History Museum on the Square

The History Museum on the Square is a 501(c)3 nonprofit committed to building and preserving an extensive collection of historical documents and artifacts, as we share stories of the crossroads to engage, educate, and inspire our diverse audience. We strengthen our community's future by learning about our past and our culture.

About the Position

History Museum on the Square is seeking a Deputy Director & Chief of Staff to serve as the Executive Director's second-in-command and senior internal leadership partner.

The Executive Director leads HMS's institutional vision, community relationships, fundraising, public presence, and long-term direction. The Deputy Director & Chief of Staff makes sure the organization has the people, systems, processes, resources, and accountability necessary to turn that direction into results.

The Deputy Director & Chief of Staff will provide leadership across the museum's internal operations, including staff management, human resources, finances, technology and organizational systems, facilities, vendors, policies, and cross-department coordination. The position will supervise managers and other staff as assigned and will work closely with the Executive Director and leadership team on organizational priorities and strategic initiatives.

This is not a traditional administrative position. We are looking for someone who can take ownership, make decisions, solve problems, improve systems, and move the organization forward without needing to be told what to do at every step.

What You'll Do

Lead the organization internally

- Serve as the Executive Director's principal internal leadership partner and second-in-command.
- Help translate institutional priorities into practical plans, timelines, responsibilities, and results.
- Supervise and support managers and staff as assigned.
- Build a culture of clear expectations, accountability, collaboration, and good communication.
- Step into organizational leadership when the Executive Director is away.

Make HMS work better

- Improve processes, workflows, policies, and systems across the organization.
- Establish effective ways to track priorities, deadlines, responsibilities, and follow-through.
- Identify problems and develop practical solutions rather than allowing issues to linger.
- Help departments work effectively together and keep important projects moving.

Manage organizational resources

- Oversee the museum's internal financial management in partnership with the Executive Director and outside financial professionals.
- Monitor budgets, financial reports, cash flow, and organizational expenses.
- Oversee vendors, contracts, facilities, operational needs, and organizational risk.

- Evaluate and improve technology and business systems, including financial, membership, ticketing, CRM, HR, and project-management systems.

Lead people

- Coordinate in hiring, onboarding, employee relations, and staff development.
- Serve as a trusted resource for employees and managers.
- Handle difficult personnel situations with professionalism, clarity, and discretion.
- Help managers succeed while holding them accountable for their responsibilities.

Support HMS in the community

- Build relationships with donors, businesses, community organizations, and other partners.
- Participate in fundraising, networking, presentations, and community events as appropriate.
- Represent HMS when the Executive Director is unavailable or when participation would benefit the museum.

We're Looking for Someone Who

- Is an experienced museum, cultural, nonprofit, or comparable organizational leader.
- Can see the big picture while paying attention to the details that make an organization function.
- Has strong organizational and problem-solving skills and is comfortable making decisions independently.
- Knows how to set expectations, manage people, and hold others accountable.
- Understands nonprofit budgeting and financial management.
- Is comfortable learning and working with different technology and software systems.
- Communicates clearly and professionally with employees, leadership, Board members, donors, vendors, and community partners.
- Is comfortable speaking in public and representing HMS in community settings.
- Is willing to respectfully challenge ideas and say, "I don't think that's the best approach," when the situation calls for it.
- Is ambitious about what an organization can accomplish and excited by the opportunity to build something better.
- Can thrive in a growing organization where priorities evolve and initiative matters.

Required Qualifications

- Bachelor's degree in museum studies, business or nonprofit administration, public administration, arts administration, or a related field, or equivalent combination of education and experience.
- Master's degree in museum studies, business or nonprofit administration, or a related field preferred.
- Minimum five (5) years of progressively responsible professional experience.
- Experience working in a museum, cultural institution, nonprofit organization, or comparable mission-driven organization.
- Experience with human resources management and personnel administration.
- Experience supervising staff or leading teams.

Preferred Qualifications

- Approximately seven or more years of progressively responsible experience.
- Broad experience across multiple areas of museum or nonprofit work.
- Experience improving organizational systems, processes, or technology.
- Experience with fundraising, donor relations, sponsorships, or community partnerships.
- Experience working with outside accounting, technology, facilities, legal, or other professional service providers.

Schedule

This is primarily a Monday–Friday position, but occasional evening and weekend work is required for museum events, community activities, staffing coverage, and other organizational needs. HMS provides a generous flex-time benefit to support work-life balance.

How to Apply

Please submit a resume, cover letter, and three professional references to:

Sean@historymuseumonthesquare.org

Applications will be reviewed on a rolling basis. The position will remain open until filled.

History Museum on the Square is an equal opportunity employer committed to creating a welcoming, respectful, and inclusive workplace.



The History Museum on the Square
154 Park Central Square | Springfield, MO 65806
(417) 831-1976 | historymuseumonthesquare.org