

PLEASE POST  
POSITION ANNOUNCEMENT

3/6/2023

Chief Operating Officer

Historic St. Mary's City seeks to hire a Chief Operating Officer (COO). Historic St. Mary's City (HSMC) is Maryland's founding site, its first city and capital (1634-1695), and where Native Americans, Europeans and Africans came face to face in the 1600s. It is a museum of living history and archaeology, where decades of research are the foundation of exhibits assembled across the landscape. The reconstructed State House, the St. John's Site Museum, the reconstructed first Jesuit Chapel in the English Colonies on its original 1660s, the newly constructed Dove, and recreated structures in the historic town center, all staffed by costumed or uniformed interpreters, help visitors understand the stories of Maryland's founding.

HSMC is a leading tourism attraction in Southern Maryland and has an active school tour program. The museum collections are a resource for professional archaeologists, scholars, and college students. The HSMC colonial archaeology field school, the longest running field school in the nation, attracts students from all over the United States as well as from other countries. HSMC also collaborates with St. Mary's College of Maryland. It is an independent instrumentality of the State of Maryland, within the Office of the Governor.

Qualifications: Bachelor's Degree in related field. Master's degree preferred, in management/business related field, or any combination of education and experience that satisfies the prerequisite criteria. Effective oral and written communication skills, strong organizational and analytical skills. Previous experience in developing and managing organizational budgets for an organization of similar size/staffing/budget.

Essential Functions: This position directly oversees: Budget, Finance, Procurement, Facilities Maintenance, Daily Operations, Staff Management, Capital Planning and Administrative Support. Charged with ensuring profitability of revenue centers, including admissions, the Museum Shop, the Bed and Breakfast, site rental etc. Serves as legislative liaison and works with community relations, development, the HSMC Foundation and the Commission to ensure long-term sustainability.

This is a full-time position with no benefits. Salary range is \$90K - \$120K  
HSMC is an affirmative action/equal opportunity employer.

To apply and inquiries or for a complete job description:  
Please send a letter of interest, resume, and three references to:  
Porzia Purves, Personnel Ombudsman at [Porzia.purves@maryland.gov](mailto:Porzia.purves@maryland.gov)

Or mail to:  
Porzia Purves, Personnel Ombudsman  
Historic St. Mary's City  
P.O. Box 39  
St. Mary's City, MD 20686

Review of resumes will begin immediately and continue until position closes March 21, 2023.