

## Museum Executive Director

**JOB TYPE:** Permanent position

**OPENING DATE:** May 10, 2019

**CLOSING DATE:** June 21, 2019

**LOCATION:** Albuquerque, New Mexico

**SALARY RANGE:** \$45 - \$55K.

### **JOB DESCRIPTION:**

- This position provides a unique opportunity to help form and guide the course of a growing institution.
- The position will require initiative and vision as well as a broad skill set to help move the museum to future levels. Initially, the executive director will be both chief administrator and director/curator of the museum, responsible for the museum's daily operations, curatorial initiatives, collections management, and outreach.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Coordinate and oversee program research and planning, as well as museum development and staff/volunteer management.
- Assure that the current collection of artifacts and exhibits is up to a professional standards of display.
- Provide leadership through effective goal setting by creating accountability and ensuring communication of pertinent information is shared across the organization.
- Work with team to develop, propose, and execute an annual budget focused on financial stewardship, fiscal responsibility, and organizational sustainability.
- Seek additional opportunities for financial support through fund-raising campaigns, grants, and sponsorships, working in concert with appropriate staff.
- Ensure successful implementation and evaluation of ongoing programs and events
- Support museum team to ensure valued assets are preserved, protected, and represented in respected manner.
- Foster an effective collaboration among board, volunteers, and support departments.
- Direct and oversee grants including project development, budget preparation, monitoring, reporting and evaluation, financial, and narrative reporting.
- Represent the museum at meetings, conferences, and other public events.
- Direct and oversee the acquisition and professional management of a wide range of art objects; direct and oversee accessioning, deaccessioning, preservation, research, and other related professional activities.
- Other responsibilities as assigned.

### **Minimum Job Requirements:**

- Master's degree; at least 4 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

### **Knowledge, Skills & Abilities Required:**

- Working knowledge and understanding of museum/non-profit operational standards and best practices.
- Skill in business and financial planning and management.
- Knowledge, skills, and ability to work with a Board of Directors as it transitions from a working board to a governance and fiduciary board.
- Demonstrated organizational and resource management skills.
- Experience working within a museum setting including strategic planning, exhibition design, experiential learning opportunities, and collections care and management preferred.
- Ability to supervise and train employees to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of and sensitivity to Holocaust studies, human rights, and social justice issues.
- Ability to foster a cooperative work environment.
- Strategic planning and leadership skills.
- Knowledge of public relations principles and practices.
- Employee development and performance management skills.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Demonstrated success in fundraising, donor cultivation, stewardship, and development of alternate revenue resources.
- Knowledge of information and bibliographic research principles, methods, and techniques.

### **Conditions of Employment:**

- Employee in this position is subject to terms and conditions of an employment contract, which typically is subject to review and renewal on an annual basis.

This challenging position offers great opportunities for an individual with acute sensitivities to the representation of cultural memory and the ability to transform the legacy of these historical events into a meaningful context of learning.

Send cover letter and résumé to:

**Holocaust & Intolerance Museum of New Mexico**

**PO Box 1762**

**Albuquerque NM 87103-1762**

or

[info@nmholocaustmuseum.org](mailto:info@nmholocaustmuseum.org)