CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Museum Director**

DEPARTMENT: **Museum**

E-PLAN
SG:E-DH-E
CS:N
FLSA:N
EEO4CODE: OA

JOB SUMMARY:

Plans, organizes and directs all operations and activities of the Whatcom Museum of History and Art. Serves in chief executive capacity, handling the day-to-day operations of the multi-facility campus. This includes planning, supervision of personnel, fund raising and facilities management. Responsible for non-profit and volunteer support organizations, including the Museum Society for which this position also serves as chief executive. Serving as a member of the City's senior management team, collaborates with the Executive and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services

SUPERVISORY RELATIONSHIP:

Reports to the Mayor. Works independently with general guidance from the Mayor or designee to ensure coordination of objectives and priorities of Mayor and Council. Has secondary responsibility to the Board of the Museum Society. Directly supervises the members of the Museum's senior management team. Works under various federal and State regulations and inter-local and agency agreements, as well as the City's municipal code, policies, and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Planning: Responsible for the long and short-term plans for the Museum in cooperation with the Society Board. This includes the coordination of the Museum's long-range plan and subsequent annual action plan, exhibition and program planning, plus the necessary financial planning to meet the needs of facilities and on-going operations.

2. Fiscal and Business Management: Assures the financial well-being of the Museum by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budgets for City and Society and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including capital improvements, development and management of fees and charges, and accessing private and governmental funding sources. Assures the efficient and economical use of Departmental funds, personnel, assets, equipment, materials, facilities and time. Manages various funds, trusts and accounts. Negotiates contracts and agreements.

3. Policy Development: Responsible for the development and implementation of policies and procedures for the work of the Museum and staff.

4. Personnel Management: Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Responsible for position management, including the hiring, training, performance appraisal, work assignments, career development, safety, and discipline of Museum staff and for the oversight of the volunteer program. Ensures compliance with federal and State laws as well as labor agreements and City-wide and Department policies and procedures.

5. Revenue Enhancement and Fund Raising: Responsible for the development, preparation and implementation of fund-raising activities. Prepares grants and manages grant application and work. Prepares long- and short-term fundraising strategies for the Museum Society. Oversees earned income and capital endowment activities. Implements requests to individuals, corporations, foundations and others that could assist the programs, acquisitions, goals and long-term needs of the Museum. Provides leadership to the Society Finance Committee by recommending and initiating enhancement and investment strategies. Recommends fiscal goals.

6. Acquisitions, Collections, Exhibitions: Actively pursues collections on behalf of the Museum. Approves all major additions or deletions from the collections. Acts as curator for certain designated exhibits. Ensures security and integrity of the collection and of exhibits.

7. Community Relations and Public Information: Represents the Museum to the City and serves as a department head. Represents the Museum to the community and helps develop and drive a favorable public opinion on behalf of the public toward the Museum. Represents the Museum and local arts viewpoint on City staff committees as directed by the Mayor.

8. Senior Management Team: Provides information and advice to the Mayor, City Council, and Chief Administrative Officer on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services.

ADDITIONAL WORK PERFORMED:

1. Undertakes special projects of an administrative nature.

2. Serves on City staff committees as appropriate.

3. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Museum profession, including best practices and standards of the field.
- Applicable federal, State, municipal and local laws and regulations affecting the work of the Museum.
- Legal issues surrounding museum practice; methods, procedures and regulations related to federal and State grants; methods and procedures related to corporate and non-profit foundation grants; historic preservation; relevant tax law and compliance issues.
- Financial and fund investment and evaluation.
- Planned giving, estate and tax laws and the subsequent benefits to museum donors.
- Non-profit accounting.
- Community organizations and relevant procedures and processes.

Skill in:
- Leadership/supervisory skills, problem solving and analysis, decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance and time management.
- Excellent oral and written communications skills for working with a diversity of personnel, public officials and community organizations.

Ability to:

- Obtain a working knowledge of City operations and procedures, federal, State and municipal rules and regulations.
- Fiscal management including cost analysis, budget analysis and development.
- Maintain high ethical and professional standards for conduct of public officials.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions or museum gallery and includes sitting for extended periods of time. Work is performed primarily indoors in an office or gallery but the Museum is composed of a multi-building campus, requiring exposure to all types of weather when moving between buildings. May be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master's degree in art, art history, history or museum studies.
- Minimum of eight (8) years museum experience in a leadership position.
- Additional training and experience in management, finance and investment, and fund-raising practices.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: G. Thomas
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4/87

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9/01

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1/06

REVIEWED BY: _____
Mark Asmundson
Mayor