

Job Description

Museum Director

Reports To: International Museum of Art Board of Directors

Direct Reports: All Staff

Job Overview:

Under administrative direction, provides leadership in the management of the Museum. Directs and participates in fundraising, marketing, development of strategic vision, collection development, general management, financial management and fostering City, volunteer, and board relations.

Responsibilities and Duties:

- Plans, coordinates, and directs the operation of the Museum which includes carrying out the policies and programs as determined by the **Museum's** Board of Directors; oversees Museum operations including the collection, exhibits, maintenance and educational outreach, opening receptions, consults and advises on objects of art brought to the Museum for analysis; and researches possible Museum acquisitions.
- Direct all public access programs to the public through tours, educational programs, special events and the museum gift shop. Apply for permits as needed for each public access event, i.e. alcohol, traffic (street closures), hire security for events when needed etc.
- Coordinate fundraising activities of support groups and other volunteer efforts to optimize operating and capital support through membership programs, applications to granting agencies and foundations, solicitation of donors and the development of volunteer support. Direct earned income activities to achieve operating revenue through such means as attendance, gift shop sales, and appropriate property use plan and special events such as renting galleries.
- Supervise all museum personnel and assure compliance with federal, state, and local laws, procedures and policies. Collect bids for repairs needed/oversee repairs.
- Ensure appropriate publicity and marketing. Utilizes traditional, print, social, and other forms of media to bring visitors to the museum and foster museum growth.

- Collaborates with community partners to enhance the arts in the El Paso community; develops relationships with community organizations and **staff to communicate the museum's vision.**
- Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner.
- Mail membership monthly renewals, letters, donor gift acknowledgments, and other correspondence as needed.
- Observes Purchasing and Procurement Policy with Executive Board approval for purchases over \$1000.
- Demonstrates public speaking ability and networking experience.
- Recommends management, program and operation policies to Board.

Important Functions:

- Submits some Board member nominations and assists in orientation of new Board members.
- Attends Board meetings as Executive Director and Administrator of the Museum.
- Prepares annual report and other special reports as prescribed by the Board.
- Performs related work as required.

Qualifications Required:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of art; management; fundraising principles and techniques; public relations; art techniques and media; exhibition design and installation, and artwork conservation and preservation.

Experience, Education, and Training

A. Education and Experience: A Bachelor's degree in Museum Studies, Art History, Fine Arts, Art Education or Cultural Anthropology or a related field, and curatorial experience or museum education experience or museum development that includes non-profit fundraising, major gifts, foundation support, events or individual donor program, including two (2) years of supervisory experience.

OR

B. Experience: Four years of experience that provided knowledge comparable to that normally acquired through the successful completion of the four year course of study such as listed above or related business field.

Experience in and knowledge of universal museum standards and practices is preferred, including familiarization with collections management and curatorial methods.

Skills in: Assuming management responsibilities and making appropriate decisions, while assuring compliance with organizational goals and objectives; developing recommendations for improvements of museum programs and facilities; grant management, research and application process; interpreting and applying City policies and procedures; effectively managing operations and delegating tasks and authority.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Physical Requirements

Pushes, pulls or lifts objects up to 50 pounds, may stand for long periods,

Working Environment

Primarily indoors with heating and cooling regulated in an office and museum environment.

Application Process and Information:

Position open until filled.

Salary yet to be determined

About the International Museum of Art (IMoA):

The IMoA is an 20,000 sq. ft. facility designed around a Victorian mansion in the Rio Grande Historic District. Five modern galleries (7,000 sq. ft), and several exhibit areas were added in 1960. The museum addition also includes an education classroom space, (2,000 sq. ft.) which has been used for ceramic crafts, printmaking and fine arts classes. The theatre style auditorium with stage, projection room, screen, and sound system, seats 168 people. Prominent / favorite galleries and collections include: multimedia works of international artist William Kolliker and others; African Tribal Tools and Artifacts; Classic and Modern Egyptian Painting; Mexican Hacienda Culture and Mexican Revolution (1910-20) artifacts; Buddhist Sculpture; Victorian Furniture, Stained Glass and Decorative Arts; Twentieth Century Decorative Arts. The mansion was the home of pioneer W. W. Turney, a teacher, rancher, attorney, and State Senator. Iva Marie Turney, wife and philanthropist, sponsored many community charities including support for WW I and II soldiers in war zones. In 1939 she donated the property to the City for use as an International Museum. Since 2001, the IMoA has maintained the Museum as a showcase for international artists, art educators, community arts organizations, a film series, and regional arts & crafts fairs. The IMoA is a non - profit 501 (c) 3 organization. The Victorian mansion was designed by the prominent regional Architect Henry C. Trost in 1910. The IMoA is an independent museum with an annual operating budget of \$150,000.

Interested candidates, please submit the following to imoaemployment@gmail.com :

- A cover letter
- Detailed résumé
- A professional reference
- Salary history and requirement

Your submission will be reviewed and followed by a Job Application Form and additional details.

In accordance with federal law and as a condition of employment, the successful candidate must furnish documentation verifying employment authorization eligibility and identity before beginning any type of work.