

JOB DESCRIPTION



GRACE HUDSON MUSEUM DIRECTOR (Exempt/Management Position)

DEFINITION

Under general direction of the Community Services Administrator, to plan, direct, and coordinate the activities and administration of the Grace Hudson Museum (GHM) and the Sun House, including exhibit organization and scheduling, collections care and preservation, research, public educational programming, volunteer programming, public relations, personnel administration, and grant writing and fundraising; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

(E=Essential Duty; M=Major Portion of Time)

- Direct and be responsible for the long-term preservation and enhancement of GHM's physical assets including buildings, grounds, furnishings and collections. (E-M)
- Assume full revenue and expense responsibilities including the development of annual budgets, financial planning and reporting, and oversight of purchasing. (E-M)
- Identify, diversify and expand funding sources. Develop strong relationships with decision-makers at funding sources, including governmental agencies, foundations, individual donors, corporations and businesses. (E-M)
- Direct and oversee GHM's cultural, artistic, historic, and natural science related public educational programming including short and long-term exhibitions, tours, school groups, classes, demonstrations, lectures, publications, digital content, etc. (E-M)
- Lead, manage and motivate full-time and part-time staff along with numerous volunteers, including a volunteer Museum Guild Board and Museum Endowment Board. (E-M)
- Direct and oversee GHM's public relations and marketing initiatives to increase public awareness about and visitation to the GHM, along with developing an effective communications plan to promote the Museum's Wild Gardens. (E)
- Engage the GHM's different constituencies and the local community as the institution's chief spokesperson and continue to maintain and develop strong diverse partnerships in order to expand interest in and support for the GHM. (E-M)
- Spearhead the development and adoption of the GHM strategic plan and Museum policies and programs. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of

- The principles, methods, and best practices of museum and historical site management.
- Northern California's artistic and historic legacy, California Indian (particularly Pomo Indian) cultures, and regional ecosystems.
- A strong track record of fundraising through a variety of means.
- A deep commitment to the public service dimension of museums and cultural organizations.
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- Problem solving methods and techniques;
- Principles of organization and management;

- Statistical concepts and methods;
- Computer software applications related to work (Tyler Munis, Microsoft Word, Excel, Power Point, Publisher, and Adobe Professional).

Ability to:

- Work cooperatively, diplomatically and effectively with a wide range of individuals.
- Manage, nurture and develop professional staff.
- Plan strategically, make sound decisions, make good use of available time and organize well.
- Communicate superbly, both orally and in writing, with a variety of audiences.
- Be flexible and enjoy pitching in where needed, have a sense of humor and a reputation for integrity.
- Be able to assist during exhibition installation and take downs and know how to safely handle artworks and a variety of artifacts.
- Ability to understand financial information and engage in strategic financial planning.
- Work flexible hours.

EXPERIENCE & EDUCATION

Any combination equivalent to education and/or experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities is to possess a degree from an accredited college or university with a major in Art, Art History, Native American Studies, Anthropology, Museum Studies, Arts Administration, Ethnobotany, or a closely related field (Master's Degree is desirable); and at least four years of responsible leadership experience in museums, historic sites, nature education centers or in related cultural organizations.

Necessary Special Requirement:

- Possession of a valid Class C California Driver's License.
- Work a flexible schedule, including weekends, holidays and evenings as needed.
- Lift up to 25 lbs.

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