



EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB SUMMARY: Provides strategic, thoughtful leadership in the management of a dynamic organization. Directs and participates in fundraising, marketing, development of strategic vision, collection development, general management, financial management and fostering volunteer/board/city relations of the Children's Museum at Holyoke.

SUPERVISION: Under the general supervision and direction of the Museum Board of Directors, supervises Children's Museum staff directly and indirectly. The President of the Board of Directors shall serve as the direct supervisor for the Executive Director. The Board shall provide the Executive Director with support to be successful, including any or all of the following:

- Human Resources management trainings;
- Trainings on interpersonal skills;
- Trainings on relevant laws; and
- Any other trainings of interest or relevance that is utilized in the industry.

ESSENTIAL FUNCTIONS: The following list is illustrative and is not intended to describe every function that may be performed by this job. The omission of specific statements does not preclude the Board of Directors from assigning specific duties not listed if such duties are a logical assignment to the position.

- Cultivates relationships with major stakeholders for the purpose of fundraising, including major gifts, for special projects, operations, development, and the strategic planning for the Museum.
- Plans, coordinates, and directs the operation of the Children's Museum which includes carrying out the policies and programs as determined by the Children's Museum at Holyoke Board of Directors; oversees Museum operations including the exhibits, maintenance, and educational outreach, consults and advises on exhibits/objects brought to the Museum; and researches possible Museum purchases.
- Regularly provides clear and concise updates to the Board of Directors and Executive Committee.
- Utilizes traditional, print, social, and other forms of new media to bring visitors to the Museum and foster Museum growth.
- Collaborates with community partners to enhance the Museum in the community; develops relationships with community organizations and staff to communicate the Museum's vision.



- Oversees the Children's Museum budget including planning, preparing, monitoring, and administering; recommends opportunities to grow and develop new revenue streams for the Museum; acts in alignment with financial best practices and ensures compliance with internal policies and external regulatory standards.
- Performs a variety of public relations activities; coordinates communication both internal and external concerning all aspects of the Children's Museum, works closely with support groups, works with City Administration and other governmental and non-governmental agencies, encourages, and works with potential donors, and works with others in the community to increase community appreciation.
- Consistently demonstrates effective staff performance management, development, and organizational skills in areas such as hiring, coaching, collaboration, problem solving, and goal setting. Empowers internal staff to make decisions in a collaborative, innovative and ethical manner. Ensure work environments and workplace practices promote a positive environment free of discrimination, harassment, or any form of unfair or unethical practice.
- Ensures the operations and administration of the Museum are compliant with City policies, City ordinances, and local, state and federal regulations.
- Serves as principal advisor to the Children's Museum Board of Directors, City, Mayor and other City officials, as well as other departments regarding Museum issues and projects.
- Serves as the primary emergency contact for the Holyoke Police Department or any emergency that arises at the Museum requiring immediate attention. The President of the Board of Directors shall designate an Executive Committee member as the secondary emergency contact.

IMPORTANT FUNCTIONS:

- Attends conferences, seminars, workshops, and other training for professional development purposes.
- Attends meetings of the Board of Directors of the Museum.
- Present and customer facing at Museum events and fundraisers in addition to regular working hours (Mon-Fri 9AM – 5PM).
- Liaison between Board of Directors and Children's Museum at Holyoke.
- Interprets and enforces policies of the Board of Directors.



- Understands the role of technology in information exchange and works to ensure that the Museum employs current and innovative methods needed to reach multiple demographic groups.
- 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:

- Thorough knowledge of museum management theory; fundraising principles and techniques; public relations; art techniques and media; exhibition design and installation; artwork conservation and preservation; museum publications research, design, and layout; modern management principles and techniques.
- Bachelor's Degree.
- Previous management experience.

JOB SPECIFIC COMPETENCIES:

- Demonstrates sound decision-making and problem resolution skills.
- Leverages through knowledge of museum management to make forward-thinking recommendations to the Board of Directors that will continuously improve the museum exhibits and customer experience.
- Promote, maintain, and enhance internal and external working relationships to achieve goals and objectives that align to the mission.
- Exhibit active and effective communication skills, including active listening and effective written and verbal communication skills.
- Effectively influence and build consensus among a diverse group of stakeholders at all levels (e.g., Board of Directors, City Council, city management, community leaders, other department staff, government agencies, and the general public).
- Operates with urgency while paying keen attention to detail.
- Maintains professionalism when acting on behalf of the Museum.
- Model and facilitate a working environment that fosters diversity and inclusion among employees and citizens. Perform effectively as a member of the team in carrying out the Children's Museum's stated mission.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Incumbent performs most duties in a standard office environment, involving sitting and walking at will.
- Regularly attend evening and weekend events, including Museum events, presentations, meetings, and conferences, sometimes overnight.
- Occasionally lifts items up to ten (10) pounds.

To be considered for this position, please submit a cover letter and resume to: President, Board of Directors, at president@childrensmuseumholyokey.org with 'Executive Director' in the subject line.

NO PHONE CALLS PLEASE.

It is the policy of The Children's Museum at Holyoke to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, The Children's Museum at Holyoke will provide reasonable accommodations for qualified individuals with disabilities. The Children's Museum at Holyoke embraces diverse skills, perspectives, and ideas, and encourages people of color, veterans, people with disabilities, LGBTQ candidates, and people from other underrepresented groups to apply.