

## Huntington Museum of Art Executive Director - Job Description 2024

*To perform this job successfully, an individual must have the qualifications listed below and be able to perform each essential duty satisfactorily. The requirements listed below are representative and not wholly inclusive.*

### **I. Qualifications:**

1. **Education and/or Experience:** Must have a college degree in a liberal arts field. Arts background preferred. Must have several years' experience in management of staff and strategic planning. Must have the ability to fundraise. Must have a full understanding of complex accounting and finance. Must have a valid personal driver's license and insurable driving record.

2. **Language Skills:** Must have excellent communications skills and be able to build relationships easily with members of the community and Museum supporters. Must be adept at interacting with people of all ages and socio-economic backgrounds. Must be able to read and comprehend the written word. Must be able to communicate in a manner pleasing and informative to other staff and the public. Must have the ability to write reports, lengthy tracts and correspondence and to speak effectively before groups. Must be able to lead and engage in open dialog with staff and others at internal Museum meetings.

3. **Mathematical Skills:** Must have basic math skills and the ability to use a calculator. Must have ability to compile, understand and maintain budgetary information. Must have a deep understanding of restricted and unrestricted funds and have experience with endowments and perpetual trusts. Must be a good steward of and have the ability to use Museum financial resources wisely.

4. **Reasoning Ability:** The ability to identify, define and solve practical and long-term or complicated problems and deal with a variety of situations. Must be able to discern ways to make progress on a strategic plan. Must be able to think quickly and use sound judgment. Must have the ability to interpret a variety of instructions furnished in written, oral or schedule form. Must be able to analyze what needs to be done, rank those tasks in priority and make sure the tasks are executed. Must be able to develop excellent relationships with both staff, volunteers, and the Board of Trustees.

5. **Computer Skills:** Basic computer skills; ability to use Microsoft Office, Museum databases and other software that are specific to the job, the internet and e-mail.

6. **Legal Requirements:** Must be familiar with and comply with all federal, state, and local laws and regulations that govern the operations of the Department.

**II. Status:** Full-time; Exempt. While this position is not suitable for remote work, upon occasion, remote work will be allowed based on circumstances.

**III. Accountability:** Reports to Museum Board of Trustees.

### **IV. Essential Duties and Responsibilities:**

1. Responsible for the smooth and cohesive operations of the Museum.
2. Oversee all staff and determine that they are completing their work in a timely fashion.
3. Create an effective, openly communicative, and nurturing work environment.
4. Strategically plan for current operations as well as for the long-term success of the Museum.
5. Be adept at understanding and implementing long-term strategies.
6. Make sure that appropriate staff are caring for the Museum's resources, such as the

- permanent collection and the facility.
7. Demonstrate leadership qualities.
  8. Work successfully with the Board of Trustees.
  9. Take a leadership role with the Development Department in fundraising.
  10. Understand and clearly comprehend the financial processes of the Museum.
  11. Complete monthly reports to the Board of Trustees and other required reports in a timely fashion.
  12. Attend, lead, and contribute to Exhibition Planning meetings, Department Directors meetings, staff, and other required meetings.
  13. Serve as a staff liaison for all Board Committees, including specifically, the Executive Committee.
  14. Train, supervise and coordinate volunteer workers as needed.
  15. Manage and oversee all staff and delegate tasks as appropriate.
  16. Maintain effective working relationships with the Board of Trustees, the public, volunteers, and all other Museum staff. Work as an effective member of the Museum team.
  17. Serve as a volunteer on a variety of boards that will positively impact the Museum.
  18. Interact with the public through speaking engagements.
  19. Handle visitor or volunteer complaints appropriately.
  20. Drive a motor vehicle when required.
  21. Have a working knowledge of, observe and follow all Museum policies and procedures and plans including specifically emergency, safety, confidentiality and security policies and procedures.
  22. Have a full understanding of the Museum Code of Ethics and Core Values of Museums in line with the American Alliance of Museums.
  23. Follow all directives in the Museum Personnel Handbook.
  24. Comply with all federal, state, and local laws and regulations governing the operations of the Museum.
  25. Work independently in the performance and completion of job duties.
  26. Maintain all files and records required by the job.
  27. Perform all other duties that may be assigned by the Board of Trustees.

**V. Criteria for Evaluating Job Performance:**

1. Satisfactory completion of all job duties.
2. Demonstration of leadership qualities.
3. Effectiveness of fundraising efforts undertaken by the Executive Director
4. The success of the operations of the Museum.
5. The fiscal condition of the Museum
6. The effectiveness and cohesiveness with which Museum staff operates.
7. The success of both short- and long-term strategies.
8. The condition and care of the Museum's resources.
9. The success of the employee in communicating effectively and developing good working relationships with other Museum staff, community members and the public.
10. The degree of cooperation and teamwork achieved with other Museum employees.
11. The quality of recommendations to the Board of Trustees which alert them to problem areas or trends that may adversely affect the Museum, or which improve the operations of the Museum as a whole.
12. Strict compliance with all policies and procedures whether written or understood of the

Museum.

13. Ability to manage staff and delegate tasks.

14. Ability to engage successfully in open dialog with other staff at internal meetings.

**VI. Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* While performing the duties of this job, the employee is regularly required to attend social events in the community, work in an office setting, work on a computer, attend Museum functions and concentrate in long meetings.

**VII. Work Environment:** The work environment is that of a normal business office with normal levels of noise, temperature, and light as well as the environments that may exist at external social gatherings and Museum events as described above.

**VIII. Accommodation/Inclusion:** We are committed to fostering an inclusive and diverse workplace environment. We believe that diversity enriches our organization and enables us to better understand, connect with, and serve our customers, partners, and communities. We welcome and value employees of all backgrounds, experiences, abilities, and perspectives. As part of this commitment, HMA will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact the executive director.