

Executive Director Search

The Erie Art Museum

Founded in 1898, the Erie Art Museum's mission is to maintain an institution of excellence dedicated to the promotion and advancement of the visual arts: by developing and maintaining a quality art collection, by encouraging art in all its forms, by fostering lifelong art learning, and by building community among artists, art students and the public. With an annual budget of just over \$1 million, a complex of five historic buildings, and a national reputation for quality programming and community engagement, the Erie Art Museum is a leader in the greater community. The Erie Art Museum is a green institution occupying a LEED Gold certified facility and expresses its commitment to future generations through policies that assure and promote environmental sustainability. The Erie Art Museum is a proud partner to Erie Arts & Culture, a grantee of the Pennsylvania Council on the Arts and an Erie County Lead Asset as designated by the Erie County Gaming Revenue Authority. The Erie Art Museum is in the process of applying for accreditation with the American Alliance of Museums.

Position Description

Reporting to the Board of Directors, the Executive Director provides leadership to a dynamic organization comprised of a staff of 18 (full and part time); provides artistic leadership and programmatic direction; directs and participates in fundraising, marketing, development of strategic vision, collections development, general management, financial management and fostering volunteer/board/community relations of the Erie Art Museum.

Description of Work

Essential functions: *The following list is illustrative and is not intended to describe every function that may be performed by this position. 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.*

1. Plan, coordinate, and direct operations, including carrying out policies as approved by the Erie Art Museum Board of Directors; oversee Museum operations including the collection, exhibits, maintenance and educational outreach, provide for consultation on objects of art brought to the Museum for analysis; and research possible Museum acquisitions.
2. Cultivate relationships with major stakeholders for the purposes of fundraising, including major gifts, for special projects, operations and development of the Museum collection.
3. Foster the growth of museum visitation through the effective use of traditional and digital media.
4. Collaborate with community partners to enhance the arts in the local and regional communities; develop relationships with community organizations, media, and staff to communicate the museum's vision.
5. Oversee the Museum budget including planning, preparing, monitoring and administering; cultivates opportunities to grow and develop new revenue streams for the museum.
6. Perform a variety of public relations activities; coordinates communication both internal and external concerning all aspects of the Museum, work closely with support groups, work with governmental and non-governmental agencies. Encourage and work with current and potential

donors, and work with others in the community to increase citizen engagement in and appreciation of the arts.

7. Demonstrate effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empower staff to think, act and plan in a collaborative manner.
8. Ensure the operations and administration of the Museum are in compliance with local, state and federal regulations.
9. Assist in the selection, evaluation, and orientation of new Board members.
10. Embrace and promote the fundamentals of historic preservation, including establishing and implementing a plan to preserve and sustain the Museum's historical buildings dating back to the 1830s, which are some of the oldest and most architecturally significant structures in the City of Erie and Erie County.
11. Incorporate environmental sustainability into every aspect of Museum operations, including programming, facility management, and day-to-day operations.

Important functions:

1. Attend conferences, seminars, workshops, and other training for professional development purposes.
2. Attend Board meetings as Executive Director of the Museum.
3. Understand the role of technology in information exchange and work to ensure that the Museum employs current and innovative methods needed to reach multiple demographic groups.
4. Prepare monthly reports and annual report and other special reports as prescribed by the Board.
5. Complete the process of achieving accreditation by the American Alliance of Museums, which has guided and shaped the staff leadership transition process.
6. Perform related work as required.

Qualifications Required

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

Knowledge: Thorough knowledge of art and art history; 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.

Skills & Abilities: Effectively lead and manage the Erie Art Museum; cultivate donations for the art collection; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; demonstrate creative leadership skills dealing with museum support groups; effectively supervise and develop personnel; regularly attend evening and weekend meetings and/or engagements; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including Erie Art Museum Board of Directors, community leaders, other department staff, government agencies, and the general public; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens. Perform effectively as a member of the team in carrying out the Erie Art Museum's stated mission and philosophy.

Experience, Education, and Training: Graduation from an accredited college or university with a bachelor's degree and a minimum of four years progressive, professional experience in an art museum, including at least two years in a management capacity. Preference is given to candidates with a Masters degree in Arts Administration, Art History, Fine Arts, Museum Studies, Humanities or a related field with an art emphasis.

Compensation: Based on experience, and commensurate with that of similar institutions.

How to Apply

Items to be submitted: Applicants should submit a current CV or resume, and a letter of intent. Documents should be PDF files.

How to submit: Applicants should submit their documents as attachments to an email, sent to <hr@erieartmuseum.us>. Put "Executive Director Search" in the subject line.

Application deadline: March 29, 2017

Projected starting date: July 5, 2017