

Executive Director, Mesa Historical Museum

The Mesa Historical Museum records and tells the stories of Mesa residents past and present. Through creative exhibitions and programming, the museum educates, inspires and engages the Mesa community in our local history and culture. As the 36th largest city in the U.S., Mesa is rapidly growing and changing and the Mesa Historical Museum is now at a crossroads with many opportunities before it. We are seeking an Executive Director who can guide the museum down the best path for success as we work to strengthen relationships with city and community partners, establish new sources of financial support.

Description: Provides leadership in the management of the Mesa Historical Museum. Directs and participates in fundraising, marketing, development of strategic vision, collection management, financial management and fostering relationships with major stakeholders and the community. This position reports to the Mesa Historical Society Board of Directors and works with that Board to refine and achieve the goals of the Society and Museum.

Education: Master's Degree in Museum Studies, History, Public History or a related field.

Experience: 3-5 years of museum experience with 2-4 years of supervisory experience preferred.

Salary: \$50,000.00 to \$55,000.00 per year with yearly evaluations and potential raises.

Duties:

1. Cultivates relationships with major stakeholders for the purpose of fundraising, including major gifts for special projects, operations and development of the Museum collection.
2. Plans, coordinates and directs the operation of the Mesa Historical Museum which includes carrying out the policies and programs as determined by the Mesa Historical Society Board.
3. Collaborates with community partners, oversees media relations, coordinates marketing of museum programs, develops membership and facilitates services to the general public to enhance the museum in the community.
4. Oversees the Mesa Historical Museum budget including planning, preparing, monitoring and administering. Recommends opportunities to grow and develop new revenue streams for the museum.
5. Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff, contractors interns and volunteers to think, act and plan in a collaborative manner.
6. Attends Board meetings and serves as principal advisor to the Mesa Historical Society Board regarding museum issues and projects.
7. Ensures the operations and administration of the museum are in compliance with local City ordinances and local, State and Federal regulations.
8. Prepares quarterly reports and other special reports as described by the Board.
9. Responsible for building security, visitor safety and maintenance of facilities and equipment.
10. Engages fully in every aspect of museum operations including exhibition design and curation, collections management, program development and museum education.

Our ideal candidate will have:

1. A proven track record of fundraising success, successfully managing campaigns and engaging in outreach with the community.
2. Experience in leading a small non-profit organization to success in community engagement and financial security.
3. Strong organizational and administrative skills including experience with database systems (Past Perfect, TMS or other museum systems)
4. Strong Communication Skills