

## **Job Description**

### **Executive Director/Museum Department Head**

The MonDak Heritage Center executive director serves as the Richland County Museum Department head. The executive director provides overall leadership in administration, historical collections management, project management, financial management, facilities management, exhibit curation, special events, fundraising, public relations and marketing, education, visitor experience, membership, gift shop management, and volunteer development at the MonDak Heritage Center. This is a full-time position. There may be additional language in the official contract to be signed by the Executive Director or specified by the MDHAS - Richland County Agreement.

#### **DUTIES AND RESPONSIBILITIES:**

The Executive Director shall have the following duties and responsibilities:

1. General Administration
  - a. Serve as Richland County Museum Department Head, keep the County Commissioners informed, and attend department head meetings.
  - b. Manage and conduct the daily business of the Center, historical archives, genealogy collection, art collection, art galleries and sales shop under the general guidance of the Board of Directors.
  - c. Manage the facilities, equipment and physical plant in coordination with the Board of Directors. Supervise general maintenance, repair projects, and custodial maintenance. Help identify maintenance and capital improvement needs.
  - d. Supervise and have direct responsibility over the record keeping and correspondence made on behalf of the Heritage Center.
  - e. Generally promote, foster and oversee planning of all activities of the MonDak Heritage Center, working closely through the Board of Directors and President.
  - f. Implement and follow through on the actions of the Board of Directors.
  - g. Within the allocated MonDak Heritage Center and Richland County budgets, pursue continuing education in the form of meetings, training, and coursework that is relevant to the continued success of the Center.
2. Supervision of staff and volunteers, and team building.
  - a. Promote practices that encourage and facilitate open communication, cooperation, satisfaction and teamwork among staff, volunteers and Board members.
  - b. Recruit staff and volunteers; assign responsibilities, lead, supervise and evaluate staff and volunteer performance.
  - c. Work to expand and support volunteer and docent involvement.
  - d. Report personnel problems to the Board President and also to the County Commissioners if the employee is a Richland County employee.
3. Program Management
  - a. Provide creative leadership in the development and implementation of mission-based programming and exhibits, including actively developing and expanding a diverse mix of art, history, cultural, music and educational programming provided at the Center to attract visitors and increase and retain members.

- b. Direct and supervise special events including gallery talks, music events, opening receptions, cultural events, and other activities.
  - c. Act as receiving agent, director, and supervisor of all art exhibits and shows, or delegate such authority to other staff.
  - d. Direct and oversee the selection of art exhibits, cultural events and traveling displays in collaboration with staff and volunteers, the Art Committee or other relevant committees assigned by the Board.
4. Collections Management
- a. Follow MonDak Heritage Center policies, direct and oversee the historical archives, art collections, and the files and records pertaining thereto.
  - b. Supervise and maintain records, artifacts, displays and related files for the museum collections and historical displays, following the recommendations of the Collections Committee and approved policy.
  - c. Coordinate new acquisitions and the de-accessioning of items from the collections, following the recommendations of the Collections Committee and approved policy.
  - d. Coordinate the acquisition and de-accessioning of artwork, working with any assigned committee and following approved policy.
5. Direct attempts to generate revenue through memberships, fundraising and grants.
- a. Responsible for developing quality fundraising events and donor events.
  - b. Attempt to obtain grants, donations, endowments from a variety of sources. The Board President should be kept informed of grant proposals.
  - c. Work to increase and sustain individual and business membership.
6. Community relationships and public relations
- a. Engage in public relations and serve as the Centers' chief ambassador to increase community awareness, increase membership and attract visitors.
  - b. Coordinate media releases, public relations, and a quarterly newsletter.
  - c. Work to ensure good will in the area for the MonDak Heritage Center.
  - d. Establish, develop and maintain positive collaborative relationships with community and Center members, current and potential donors, businesses, agencies, and other organizations.
7. Financial Management
- a. Develop a yearly budget proposal and properly manage the approved Richland County Museum Department Budget.
  - b. Work with the Executive Board or other assigned committee in the preparation of the MonDak Heritage Center operating budgets and work within the approved budget.
  - c. Properly maintain all financial records associated with expenses and income, manage grants, and make records available to the Board and Commissioners.
  - d. Submit, in collaboration with the Board Treasurer, financial statements to the Board of Directors and County Commissioners reflecting the operating results and financial condition of the MonDak Heritage Center.
  - e. Ensure that all financial responsibilities approved by the Board of Directors shall be paid in a timely manner.
  - f. Inform the Board President when income or expenses significantly deviate from

projections in the approved budget.

- g. In all financial matters, the Executive Director shall act in accordance with MonDak Heritage Center and/or Richland County policies and procedures.

8. Consultant to the Board of Directors

- a. Support and cooperate closely with the Board of Directors and work with committees established by the Board and volunteer workers.
- b. Work closely with the Board President and ensure the President is regularly informed of the status of all aspects of the Center's operations.
- c. Periodically review the operations of the Center, advise and report to the Board upon the status of operation, and make recommendations to the Board.
- d. Attend all meetings of the Board of Directors unless excused.

Performance Review

An evaluation of job performance will be conducted by the Executive Board annually by July 31<sup>st</sup> covering the period from July 1 through June 30th, based on evaluation of each of the performance elements listed above. More frequent performance reviews may be conducted during the 1<sup>st</sup> year of employment or following documented performance problems. An interim performance review may be requested by the Director. The annual review and evaluation will be documented and filed with the County Commissioners. Discipline and evaluation shall be conducted in accordance with the Richland County Policy Handbook and shall follow procedures detailed in the MonDak Heritage Center – Richland County agreement.