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**Museum Executive Director**

**Museum of the Northwest Territory**

**Ohio River Museum/Campus Martius – Ohio History Connection**

**Marietta, Ohio 45750**

**About Us**

The city of Marietta, Ohio, established as the first permanent organized settlement in the Northwest Territory in 1788, is in Southeastern Ohio at the confluence of the Ohio and Muskingum Rivers. Marietta is in Washington County and serves as the county seat. The 2010 census recorded a population of just over 14,000. It is the second-largest city in the Parkersburg-Marietta-Vienna, WV-OH area which has a population of over 154,000 (2010 census).

The Northwest Territory Museum Society (formerly Friends of the Museum) operates and manages the Northeast Territory Museum - Campus Martius which is dedicated to the original Northwest Territory Ordinance of 1787, as well as regional early history. A second, the Ohio River Museum, sits one block south on the banks of the Muskingum River and is also under the management of the Society.

The museums are owned by the state of Ohio, under the direction of the Ohio History Connection, originally established as the Ohio Historical Society in 1885 as a 501(c)(3) to carry out history preservation and education for Ohio's citizens.

The Northwest Territory Museum Society has positioned the organization for growth. This includes a brand-new Ohio River Museum (in development) and long-term planning and expansion of the Northwest Territory Museum - Campus Martius, with exhibits that tell the story of the Northwest Ordinance of 1787. This important document in United States History has been described as one of top human rights documents in the world.

The Society seeks an Executive Director to be in place by fall. Candidates with knowledge of the region and Ohio history will be highly considered.

## Full Job Description

### Overview:

The Museum Executive Director is a dynamic and innovative leader responsible for the museums' values and mission-based leadership for the delivery, quality, and ongoing improvement of the guest experience, staff excellence, and financial performance of the Museums. With an operating budget of \$300,000 the Executive Director leads the creation, implementation, and coordination of the strategic plan for the Museums insuring financial sustainability and successful delivery of the board's vision.

### Responsibilities:

- Provide integrative leadership to staff and volunteers for consistent direction, communication, organizational alignment and visioning.
- Management, and fiscal stewardship of the entire organization.
- Report to the board of directors.
- Work closely with the board and staff, in developing and articulating the strategic direction of the Museums.
- Plans develop, and deliver a comprehensive, coordinated, diverse, inclusive, forward looking museum.
- Create dynamic public history programming that drives attendance.
- Act in a leadership role to monitor public history trends and recommend appropriate programming to keep pace with a changing social environment.
- Responsible for all day-to-day operations and directions.
- Lead the development and marketing initiatives, representing the organization in fundraising and recruitment of donor's side-by-side with Board members.
- Serve as the public face for the Museums.
- Work collaboratively with many constituencies: students, members, program partners, funders, schools, history groups, civic organizations, local and state units of government.
- Demonstrate a deep passion for preserving history and excitement for sharing that passion with others.
- Lead the board and staff toward best practices for museums and board governance.

### Education / Experience:

- Minimum Bachelor's degree; Masters preferred in related management, development, museum studies, or history fields.
- Five years' experience in museums or related experience in venues or attractions with at least seven years at a senior management level.
- Any equivalent combination of education and experience.

### Skills/Abilities:

- Demonstrated leadership and success in development and implementation of exhibits and public programming.
- Proven administrative, analytical, and strategic planning skills.
- Record of being a self-starter, leader, team builder, and problem solver.
- Experience managing staff and dealing with all human resource related matters including hiring, evaluating, and terminating employees.
- Proven financial ability to organize and manage a budget and to monitor ongoing financial performance.
- Demonstrated success in fundraising and community outreach with expertise in creating public and private partnerships.
- Experience in managing and guiding a board of directors.
- Effective communicator with proven ability to work with individuals or diversified groups such as staff, government, business leaders, donors, and volunteers.
- Experience with capital campaigns and new museum planning.

### How to apply

This is an open process. Materials will be accepted until interviews begin. Please send: A cover letter that describes your background and how you meet the requirements, as well as what excites you about this position, thus far. Please also send a resume and your current availability.

Email to: [robin@janmckayandassociates.consulting](mailto:robin@janmckayandassociates.consulting)