

**TITLE: Museum Interim Manager (Seasonal/TOP at 30 hours/week)**

**SUPERVISOR: Director of Strategic Initiatives**

**UPDATED: June 6, 2016**

### **POSITION SUMMARY**

The interim museum manager is an entrepreneurial program manager who will continue to advance the reputation of the McCormick Bridgehouse & Chicago River Museum as a must-see destination while managing the day to day operations of the museum.

Reporting to Friends' director of strategic initiatives and working in tandem with development and communications staff, the museum director will be responsible for all operations, programming, marketing, outreach and other aspects relating to the Bridgehouse Museum and, in that regard, is responsible for ensuring that it serves the mission of Friends of the Chicago River and meeting the financial and programmatic goals of the organization.

The museum manager will be responsible for carrying out the season's calendar of events and programming and have the unique opportunity to implement a growth-oriented, dynamic annual operations and marketing plan, capitalizing on the Bridgehouse Museum's incredible Michigan Avenue location, position on the Chicago Riverwalk, historic and environmental connection, and success to date.

Currently open six months a year, the McCormick Bridgehouse & Chicago River Museum is located inside the landmark southwest tower of the Michigan Avenue Bridge (officially DuSable Bridge), at the historic site of Fort Dearborn. The museum manager works predominantly on site during the season and has an office space as well at Friends' office.

### **RESPONSIBILITIES**

The interim museum manager will be responsible for managing the business plan that reflects annual income and attendance goals and creating and executing standard operating guidelines as they pertain to the opening and daily running of the Bridgehouse Museum. Ongoing responsibilities will include:

#### ***Management and Operations***

- Supervise Bridgehouse Museum staff, interns and volunteers
- Manage the Bridgehouse Museum budget
- Oversee all aspects of museum operations and maintenance
- Execute in-house events at the Bridgehouse Museum, such as Bridgelifte Breakfasts
- Manage relationships with vendors and service organizations
- Serve as primary point person for all Bridgehouse Museum inquiries and operations issues including but not limited to the City of Chicago, vendors, utilities, rentals and tours in conjunction with the director of strategic initiatives
- Continually evaluate and work to enhance Bridgehouse Museum guest services to ensure an excellent visitor experience

#### ***Marketing, Development, and Communications***

- Assist in the execution of a marketing and communications plan to boost attendance and aid in the increase of self-generated revenue
- Develop content for museum and Friends' websites, social media, media releases, and other publications/media
- Manage/update museum website, [bridgehousemuseum.org](http://bridgehousemuseum.org), and museum social media

- Market the Bridgehouse as a premier special event rental location and manage special event contracts and events
- Work with director of strategic initiatives and director of development to coordinate Friends' member benefits at the museum and other fundraising opportunities
- Serve as an ambassador for the Bridgehouse Museum and Friends to other organizations, including sponsors, business associations, government officials, cultural and educational organizations, and tourism agencies

### ***Museum Programming***

- Continually evaluate and work to enhance Bridgehouse Museum programs, staff, and volunteer interpretive efforts
- Work with education and outreach team to support museum program goals and objectives
- Coordinate the implementation of all museum-based programs and partnerships

### **QUALIFICATIONS**

- A bachelor's degree or higher in education, museums, nonprofit management or related field
- A minimum of four years' experience with several in a management position with staff reporting
- Excellent verbal and written communication skills
- Demonstrated leadership qualities, including strategic thinking, strong interpersonal skills, sound judgment and the confidence and ability to build quality working relationships at all levels
- Excellent writing and communications skills
- Ability to manage all aspects of running a guest intensive operation, including problem solving skills that will support both the staff and the visitor
- A strong commitment to providing excellent customer satisfaction and the ability to develop measurable criteria
- Fluency in basic accounting (how to read a Profit & Loss Statement) and cash handling procedures and proficiency in MS Office, market research, budgeting and reporting
- Knowledge about or interest in the main themes in the Bridgehouse Museum
- A passionate belief in improving the environment in general and the Chicago River specifically
- Ability to serve with alacrity

The museum manager is expected to staff the Bridgehouse as needed, which may include evenings and weekends, and engage in planning, events and other financial enhancement activities during the off season.

Please submit cover letter and resume to [jobs@chicagoriver.org](mailto:jobs@chicagoriver.org)