General Position Summary

The Executive Director is the chief administrative official of the Ohr-O’Keefe Museum of Art (the “Museum” or “OOMA”) and reports directly to the Board of Trustees (“Board”). S/he will be responsible in the implementation of the Museum’s mission through innovative management of the Museum’s daily operations and strategic planning for its sustainable future. This work will include fiscally responsible oversight of the professional care and growth of the Museum’s collections and facilities, public access to those collections through innovative exhibition and outreach, and the wide dissemination of knowledge related to the collections through research, publication and other forms of access.

The Executive Director will work with the Board and staff to plan, develop, implement, and manage a high profile, comprehensive series of temporary and permanent exhibitions and related public programs. Responsibilities include developing strategies to display work from the permanent collection on a rotational basis, securing and arranging for appropriate temporary and/or traveling exhibitions drawn from outside the permanent collection, and to organize traveling exhibitions drawn from the collections. Moreover, the Executive Director will be expected to oversee the continued development of multi-generational educational programming.

OOMA’s Executive Director will also lead a talented staff and provide direction and guidance to volunteers, trustees, contractors, and outside individuals and entities connected with the Museum’s programs. The Executive Director will use these relationships to develop strong collaborations with relevant community organizations to ensure that OOMA exhibitions, programs, and other activities will grow audiences and enrich the educational and cultural life of the region. Visitor engagement will expand by offering interdisciplinary programming designed to attract and engage those from every sector of the Mississippi Gulf Coast community, as well as visitors to the region.

Finally, the Executive Director will manage an annual operating budget that includes funds derived from earned revenue, donors, corporate supporters and external granting agencies and foundations, along with earnings from a dedicated endowment. S/he will work closely in consultation with the Board, staff, volunteers, and other key stakeholders to seek external gifts and grants to enhance OOMA’s operations and collection development.

Job Duties and Essential Functions of the Position

The Executive Director’s responsibilities embrace all aspects of public, non-profit, interdisciplinary small museum administration, creative direction, and operations. This position is an Exempt position, which means the position is not eligible for overtime pay. The following list is illustrative and is not intended to describe every function or duty associated with this position, and the omission of specific statements does not preclude the Board from assigning additional duties.
Generally speaking, the Executive Director plans, coordinates, and directs the operation of OOMA, which includes carrying out the policies and programs as determined by the Board; and oversees Museum operations, including the collection, exhibits, maintenance and educational outreach. More specifically, the Executive Director is expected to:

- Work with curators, designers, educators, planners, and donors in offering a rich palette of interdisciplinary museum experiences for the Mississippi Gulf Coast community; collaborate with community partners to enhance the arts in the Mississippi Gulf Coast community
- Ensure the operations and administration of the Museum are in compliance with Museum policies and controls, industry standards, as well as applicable governmental laws, rules and regulations
- Plan, implement, and manage exhibitions drawn upon the Museum’s permanent collection; organize special exhibitions and develop related public programs in support of the Museum's mission and strategic plan
- Maintain physical and intellectual control over Museum-owned works of art and historical significance, and manage their long-term display and access throughout the Museum’s campus
- Develop an organized program schedule with accompanying procedures to support the implementation of exhibitions and related educational activities, such as group and school visitation, off-site programs, publications, and special events
- Assess, inventory, and catalog the permanent collection, and oversee its strategic growth and public access according to a carefully crafted acquisition and collections management policy that leverages and builds upon the community’s needs and strengths
- Foster interdisciplinary collaboration with schools and academic institutions to enhance exhibitions and engage both students and teachers in the use of OOMA resources
- In close collaboration with the Board, community stakeholders, foundations, government agencies, and staff, work to develop new streams of financial and in-kind support to fund operations, endowments, and special projects
- Play a lead role in fundraising efforts, including grant writing, cultivation of donors, and planning events and collaborative activities to build program capacity
- Develop and foster meaningful connections and partnerships that will lead to fruitful fundraising, development, and grant-writing opportunities
- Maintain and grow relationships with donors in a way that develops long-term, sustained giving
- Develop and implement a vibrant integrated marketing and public relations program in support of all OOMA activities for outreach efforts throughout the region; oversee preparation of promotional materials
- Oversee the Museum’s finances, plan and manage the annual budget, participate in necessary activities related to an annual audit or financial review, and ensure financial records are in order
- Foster an institutional culture that values continual stakeholder input and utilizes formative and summative evaluation to measure outcomes and effectiveness
• Demonstrate effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting; empower internal staff to think, act and plan in a collaborative manner; perform annual evaluations of OOMA staff

• Analyze facility use and capacity, and establish a plan to maximize the resources available for exhibitions and programs

• Create a collaborative work environment through meetings with staff, volunteers, Board of Directors, members, and other stakeholders as needed to foster effective communication

• Lead long-range and strategic planning processes using the input of the Board, staff, volunteers, community stakeholders, and advisory committees, as appropriate

• Participate in facilitating and augmenting regional and statewide collaboration with other museums, non-profit organizations, and government agencies, including offering opportunities for museum-based internships and practicum assignments for students in colleges and universities

• Provide the Board with timely and accurate information regarding programming, exhibitions, budgets, expenses, and grant processes with an appropriate level of detail

Required Education, Knowledge, Experience, Skills, and Abilities

Education: The Museum seeks a candidate either with a Master's degree (or above), preferably in the visual arts, history, sciences, museum studies, or non-profit/public administration or with an equivalent combination of the appropriate education and experience.

Knowledge and Experience: Minimum of five years of relevant and progressively responsible experience in arts or non-profit management is required, with previous museum managerial or supervisory experience preferred.

The ideal candidate will preferably have the following:

• Demonstrated curatorial experience in the planning, design, and installation of thematic, interpretive exhibitions drawn upon permanent or borrowed collections, produced on time and within budget

• Demonstrated management experience in the scheduling and rotation of special loan exhibitions, including contract and shipping negotiations with outsourcing museums and traveling exhibition organizers

• Prior experience in managing budgets and leading and mentoring staff

• Development savvy and demonstrated successful fundraising, revenue development, and grant writing experience

• Strong museum management skills as a curator, museum educator and/or executive

• Strong organizational, administrative, visitor service, time management, and interpersonal skills, along with the ability to interact effectively with a diverse population of staff, artists, and local community members

• Interdisciplinary competency, particularly in the areas of art, natural history, environmental education, and STEAM subjects
• Ability and experience in developing and implementing educational and public programs for multiple audiences, coordinating and managing activities, speaking publicly, and communicating effectively both in person and in writing

• Ability to plan, carry out, and delegate work essential to the growth of the Museum’s strategic objectives

• Ability to form and maintain productive partnerships, and build collaborative relationships with appropriate individuals and entities throughout the community, among regional arts organizations and museums, and in the larger museum community

• Ability to deal effectively and courteously with a wide variety of individuals and groups including OOMA’s Board, City and County leaders, community leaders, staff, government agencies, and the general public

• Knowledge of best practices, finance and administration in the museum field, as well as demonstrated ability in previous employment in working effectively with a board of trustees in applying institutional policies and procedures to daily operations

• Proficiency in the use of general office equipment, cameras, tools, computer equipment, software and products used in the preparation, basic conservation, and exhibition of original art and artifacts in a museum setting

• Aptitude with and understanding of basic social media, database management, and other computer software applications used to support museum administration, collections cataloging and inventory, public access, and as a tool in exhibition planning and design

• Physical ability to occasionally lift up to fifty pounds and assist staff in the handling, packing, lifting, moving, mounting and storing of artwork, supplies, and casework used for exhibition installations

• Familiarity with strategies, best practices, tools, and equipment (such as HVAC and security systems) used to preserve and protect museum collections to standards recommended by the American Alliance of Museums

• Familiarity with the accreditation process as regulated by the American Alliance of Museums (www.aam-us.org)

• Willingness and ability to travel off campus to visit supporters, collectors and other museums, and to attend special events and fund-raising activities that support the museum’s operation and program activities

Other Personal Characteristics and Qualifications

The Museum’s Executive Director should also have the following personal characteristics and qualifications:

• Familiarity or the intent to become familiar with the life and works of George Ohr, Frank Gehry and Jerry O’Keefe.

• Dynamic and innovative leadership

• Familiarity with, or the ability to quickly become familiar with, Biloxi and the Mississippi Gulf Coast, as well as its resources, government, business and institutions to know what
makes it distinctive, and/or a facility for quickly detecting its most pressing questions and identifying opportunities

- Strong interpersonal skills, initiative, a positive attitude, and a calm and flexible demeanor in the face of challenges
- A high level of professionalism, good judgment, the highest level of ethical standards and work ethic
- An open, visible, and approachable style
- Ability to work evenings and weekends, as required
- A strong commitment to diversity and gender equity
- A healthy ego that needs neither authority nor affirmation to sustain itself
- An open mind, excellent listening skills, and a reconciliatory spirit
- A valid driver’s license and regular access to an insured vehicle
Employee Acknowledgement

I hereby acknowledge I have read and understand the above Job Description. This Job Description is representative of the duties and qualifications of this position. I understand that the Board of Trustees reserves the right to change, add, or remove duties and responsibilities for this position from time to time and any such modifications may be made in the Board of Trustee’s sole discretion. I acknowledge that I can perform the essential functions of this position with or without accommodation.

I understand that acknowledging receipt of this Job Description does not imply or create a promise or contract of employment of any kind, and that my employment is at-will.

_______________________________________
Name (Printed)

_______________________________________
Signature

_______________________________________
Date