

Approved 10/9/85
Revised 5/20/05

EXECUTIVE DIRECTOR
REMINGTON ART MUSEUM

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for planning and directing the operation of the Remington Art Museum under the general direction of and in conformance with broad policies established by the Board of Trustees. By means of long-range planning, the Board provides general direction to the Executive Director who is held accountable by the Board for every aspect of the Museum program. The Director is expected to shape his ongoing supervision of the Museum within the policies established by the Board. Specifically, the Director's responsibilities include long-range planning; application for grants; copyright arrangements; publicity and promotional work; budget preparation and administration; representing the Museum at local, regional, and national meetings; and the care, display, and interpretation of the Museum collection. The Director is assisted by a small staff whose work he plans, directs and supervises.

TYPICAL WORK ACTIVITIES:

Develops and submits to the Board of Trustees a program for developing and employing to the greatest possible extent the resources of the Museum;

In conjunction with the Board determines the objectives and program emphasis for the Museum;

Investigates sources of funding and prepares grant applications to strengthen the financial resources of the Museum;

Is responsible for establishing and overseeing copyright procedures relating to the art collection;

Builds cordial and sympathetic relationships with the public and concerned groups and organizations;

Encourages research on the collection and its significance by the staff and outside scholars;

Has charge of efforts to publicize museum resources through a variety of means including newsletters, press releases and radio and television announcements;

Is responsible for the preparation of the budget and for overseeing the maintenance of all necessary ongoing financial records and systems;

Plans for the most effective operation of and directs the management of the Museum Shop;

Is responsible for the repair and maintenance of the Museum building and security systems;

Prepares agendas for meetings of the Board of Trustees and makes all appropriate arrangements related thereto;

Establishes and supervises lecture programs;

Represents the Museum at various local, regional, and national meetings;

Arranges art auctions for the benefit of the Museum.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the **fundraising and fiscal management** principles and practices governing the administration of an art museum; knowledge of and ability to utilize public relations techniques; administrative skills; ability to meet the public and address groups effectively; ability to plan and coordinate the work of others; ability to participate effectively in the cultural and intellectual life of the community; ability to express oneself clearly and effectively both orally and in writing.

MINIMUM QUALIFICATIONS: **Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Art History, Museum Science, Business Administration, Finance, Accounting, Marketing or Education and two years of paid full-time professional level experience in a museum, art gallery or in a cultural or educational organization, which shall have involved either budgeting, fund raising or educational program planning responsibilities. Possession of a master's degree in Art History, Museum Science, Business Administration, Finance, Accounting, Marketing or Education, may be substituted for the required two years experience.**