Position Profile

Executive Director

Frederic Remington Art Museum
Ogdensburg, New York
About the Frederic Remington Art Museum

Mission
The Frederic Remington Art Museum expands and deepens appreciation and understanding of Remington’s work by engaging contemporary audiences and keeping his legacy relevant.

History
When Frederic Remington’s wife Eva died in 1918, she bequeathed the majority of her estate to the Ogdensburg Public Library, establishing a memorial collection to promote the legacy of her husband’s life and work. The Remington Art Memorial opened in 1923, and operates today as the Frederic Remington Art Museum. The Museum continues to explore and promote the significance of Remington’s contributions to American art and culture.

The Museum houses the world’s largest collection of original paintings, drawings, sketches, and sculptures by Remington, in addition to a broad array of his photographs, personal effects, and correspondence. It encompasses the full range of Remington’s artistic vision and process, from preliminary sketches to completed works, with everything in between. This collection represents an essential resource for researchers, educators, curators, artists, and the general public interested in the life and work of Frederic Remington and the artistic and historical milieu in which he worked. The collection is rich in its holdings of Remington’s non-Western art, making the Museum particularly well-suited to present Remington as more than a Western artist. The Museum also houses a significant collection of artwork by American sculptor Sally James Farnham, a colleague and friend of Remington, and opened a new, permanent exhibition of her work in 2020.
Budget and Funding Sources
The annual operating budget for the Frederic Remington Art Museum is currently $750,000. The key source of funding for the Museum is philanthropic giving, with additional funding from program income, shop sales, admissions, memberships, and investment income.

Museum Campus
The Museum campus comprises three adjacent historic buildings. These are the Parish Mansion and Newell Wing, which house the Museum and galleries; 311 Washington Street, which contains administrative offices, meeting space, and public events space; and the Eva Caten Remington Education Center, which includes a classroom, a guest suite, and offices.

About the North Country and the St. Lawrence Region
The City of Ogdensburg is located in northern New York along the southern shore of the beautiful St. Lawrence River, directly across from the Canadian town of Prescott, Ontario. The Ogdensburg-Prescott International Bridge conveniently connects the two countries. Located within a 120 mile radius are the cities of Ottawa, Montreal, and Syracuse, and within a day's drive are New York, Boston, and Toronto. Ogdensburg is in close proximity to universities and colleges including St. Lawrence University, Clarkson University, the State University of New York at Canton, and the State University of New York at Potsdam. The Mohawk community of Akwesasne, which spans the Canada-US border, is also nearby. The region offers a diverse geography from the scenic St. Lawrence River, including the Thousand Islands, to the Adirondack region, affording recreation enthusiasts and their families opportunities for varied outdoor experiences in each season. In addition, the St. Lawrence River, the Adirondacks, and the surrounding North Country attract large contingents of seasonal residents.
The Opportunity

As it approaches its centennial in 2023, the Frederic Remington Art Museum seeks an Executive Director with vision and the strategic, intellectual, and administrative skill and experience needed to lead the institution at a pivotal point in its history. With an unparalleled collection of paintings, drawings, and sculptures by Frederic Remington, a committed Board and staff, and a reputation for excellent customer service, the Museum provides strong resources with which an incoming leader can chart new directions and drive the Museum forward in pursuit of its mission.

Reporting directly to the Board of Trustees, the Executive Director will provide ultimate leadership for all aspects of Museum operations. The Executive Director actively promotes the Museum and its mission, and is responsible for the vision, strategy, and financial well-being of the institution, assuring a sustainable future.

Key responsibilities of the Executive Director:

Strategic Leadership

• Lead the Board and staff in identifying and implementing strategic initiatives that further the institutional mission and goals of the Museum

• Position the Remington Museum to be a leading art museum, educational institution, and cultural organization

• Broaden and deepen connections with peer organizations

• Oversee and ensure a positive and professional organizational culture

• Direct implementation of Diversity, Equity, Access, and Inclusion (DEAI) initiatives at the Museum, ensuring continued commitment to these values and goals
Key responsibilities (continued)

Advancement and Financial Management

• Approach fundraising with passion and clarity of purpose

• Identify and secure funding sources to meet the institutional mission and goals of the Museum

• In partnership with the Board, advocate for and ensure successful fundraising from individuals, corporations, foundations, and government

• Ensure that a wide range of donors feel included and involved, cultivating long-term relationships that ensure the financial viability of the Museum

• Expand and develop fundraising opportunities through new and ongoing strategic partnerships and active pursuit of grant funding

• Cultivate new sources of revenue by creatively and strategically expanding and deepening the existing visitor and donor base

• Collaborate actively with the Frederic Remington Art Museum Foundation and its Board of Trustees, which manages a significant portion of the Museum’s assets

• With the Development Committee, set and meet targets for revenue, membership, and giving

• With the Finance Committee, prepare and operate within annual and capital budgets
Key responsibilities (continued)

Operations Leadership

• Oversee continuous preservation, maintenance, and security of multiple historic structures

• With the Building and Grounds Committee, set and implement facilities priorities

• Manage project planning and execution

• Realize the potential offered by technology to achieve the Museum’s mission and implement new technology initiatives

• Evaluate existing contracts, policies, and procedures, and make modifications to improve operations, workflow, and budget impact

• Oversee Museum reaccreditation next due in 2023

Management of Human Resources

• Recruit and develop staff, delegate effectively, and manage performance with accountability; foster a culture of collaboration, mutual respect, teamwork, and empowerment consistent with the Museum’s mission and DEAI plan

• Evaluate organizational needs and structure staff and volunteers accordingly

• Advocate for and support professional development

• With the Governance and Personnel Committee, review and recommend HR policies
Leadership in Programs & Community Engagement

- Ensure that Museum programs are innovative, accessible, inclusive, and relevant, reaching new and diverse audiences

- Evaluate the quality, impact, and sustainability of current programs; establish priorities, procedures, and resources for new program development

- Provide curatorial oversight and direction, and pursue loan opportunities with other art museums and acquisition opportunities with prospective donors

- Build mutually beneficial regional and national partnerships with organizations in the arts, culture, tourism, business, and academic sectors
Key responsibilities (continued)

Marketing and Communications Leadership

• With the Marketing Committee, develop and implement a plan to raise the overall visibility of the Museum through marketing initiatives, publications, and professional and public outreach

• Ensure that publications, website, and social media meet the highest professional standards and reflect the Museum’s marketing and communications goals

• Lead new communications initiatives to increase and diversify audiences, participation, and support

• Ensure that the Museum is recognized locally, nationally, and internationally through well-conceived branding strategies

• Serve as the public face of the Museum in building its profile as a distinctive national asset and innovative educational resource

• Identify and implement best practices for visitor engagement, and find new ways to listen to the voices and needs of Museum audiences
Board Relations

• Maintain a productive and mutually beneficial relationship with the Board of Trustees in building the Museum’s vision and strategy for the future. Help create an environment conducive to creative and productive Board work

• Facilitate governance best practices through effective communication and collaboration with the Board of Trustees

• Serve as primary liaison between Board and staff

• Support the work of Board committees and, with the Board President, ensure that the committee system is functioning effectively

• Consistently focus on Board development to grow its diversity, expertise, and philanthropic capacity

• Advance a DEAI focus for current and prospective Board members

• Encourage innovative thinking by sharing trends and opportunities from the Museum field

• Provide primary staff support to the Frederic Remington Art Museum Foundation Board
Candidate Profile

Effective Leader

• Oversee and ensure a positive organizational culture by inspiring, motivating, developing, empowering, and managing an effective team

• Demonstrate socially-aware leadership with high integrity, cultural competence, and emotional intelligence

• Build authentic relationships with a diversity of constituents including staff, the Board of Trustees and other volunteers, donors, community members, elected officials, and other partners.

• Listen and communicate with excellence, appreciation of diverse perspectives, and with the ability to foster an atmosphere of partnership and trust

• Create excitement and lead with inspiration, while providing a sense of stability through consistent guidance to staff

• Lead by example and drive the organization’s performance with an attitude of continuous improvement

• Lead as a team player who is willing to assist with any and all Museum programs, initiatives, and events to create success

• Be perceptive and attentive, willing to share information and delegate decision-making appropriately

Executive Director, Frederic Remington Art Museum
Expansive, Visionary, and Strategic Thinker

• Lead with creative and bold vision, unafraid of innovative ideas and ready to embrace change, with proven ability to advance and elevate an organization

• Instinctively recognize opportunities and challenges and formulate bold and sustainable strategies consistent with the ideals and objectives of the Museum

• Balance effectively the desire and need for change with an understanding of institutional realities, to create attainable goals, strategies, and action plans

Enthusiastic Ambassador and Fundraiser

• Demonstrate a record of assisting with or accomplishing successful fundraising, including soliciting major gifts, overseeing events, grant writing, and capital campaign participation

• Present an ability to communicate persuasively and inspire loyalty to and enthusiasm and support for the Museum and its mission through infectious optimism and genuine listening

• Offer a welcoming, courteous, and gracious manner, at ease with people of diverse backgrounds. Enjoy attending events and participating in community and regional arts, tourism, and development groups

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Candidate Profile (continued)

Champion for Diversity, Equity, Access, and Inclusion
• Demonstrate commitment to diversity, equity, access, and inclusion

• Actively seek out new perspectives by listening to, learning from, and amplifying the voices of all

• Champion inclusive practices at the organizational level, guiding the Museum to become a valuable and trusted social, cultural, and educational resource for all

Passion for Museum’s Mission
• Speak learnedly and with passion about the Museum’s mission, history, impact, goals, and strategies, creating interest and excitement and inspiring loyalty to and support for the Museum

• Envision and realize the untapped potential of the Museum’s collection and mission, particularly in light of current developments in the museum field

• Promote the role of museums in society
The above qualities and skills should be reflected in a career that includes at least 10 years of progressive leadership, fundraising, planning, and operations experience in the nonprofit arts/culture/higher education sector, with experience managing institutions in transition. The candidate should have a minimum of a Bachelor’s degree from an accredited institution, and knowledge of the art museum field, with connections in the art world and awareness of currently successful approaches.

**Compensation**

$75,000 – $100,000 annual compensation. Salary is commensurate with experience. A competitive benefits package will be offered.

**How To Apply**

Visit [www.fredericremington.org](http://www.fredericremington.org) and click the “Director Search” tab. Nominations welcome. Apply in confidence. References will not be contacted without prior permission of the applicant. Review of applications will continue until the position is filled. The Frederic Remington Art Museum is an equal opportunity employer.