



## Executive Director Position Announcement

### Global Village Museum of Arts and Cultures

**Position Description:** The Global Village Museum of Arts and Cultures' purpose is to involve visitors with the richness of world cultures and to promote cultural understanding and tolerance. The Museum's mission is to promote and celebrate international connections between Northern Colorado and the world through exhibits of folk art, fine arts, and artifacts from around the globe, and to provide international programming. The Museum is located at 200 West Mountain Avenue, Fort Collins, Colorado and is open to the public, 11 AM – 5 PM, Tue. – Sat. It is a non-profit organization with 501.c.3 designation in the State of Colorado. For more information, please refer to [www.globalvillagemuseum.org](http://www.globalvillagemuseum.org).

We are seeking an Executive Director (30–35 hours per week) with a passion for international arts and cultures and intercultural interactions. The Executive Director has primary responsibility for the Museum's overall organizational development and financial operations, fundraising activities, employee selection and development, Museum policies and practices and the safeguarding of all human and physical resources. This position reports to the Board of Directors and coordinates closely with both the Executive Committee and the Board of Directors and is an active participant and leader in strategic planning. Using exceptional leadership and communication skills, as well as mastery of grant writing and development protocols, this position shapes the goals and success of the Global Village Museum and its mission.

The successful candidate will be well-organized and an excellent communicator who can manage the daily operations and finances for the Museum as well as interact with Board members, community members, and volunteers who make the Museum a success. Museum and/or other non-profit experience is desired.

#### Desirable Characteristics of the Successful Applicant:

- A passion for international and intercultural interactions and experiences that will support the work of the Museum.
- Management experience and understanding of the goals of a non-profit museum and ability to act on behalf of the Board of Directors.
- Demonstrates strong written, listening, and interpersonal communication skills are required.
- Ability to work effectively with community members, volunteers and the volunteer board, maintaining good relationships and engage in continuing to develop the Museum.
- Non-profit and/or intercultural experience is strongly desired.
- Demonstrates experience in coordination and organizational skills.
- Must be able to work as a team member but also take initiative in seeing that all Museum tasks are completed in a timely fashion.
- Flexibility and willingness to engage at multiple levels to keep the daily operations of the Museum running smoothly. We are a small operation!
- Demonstrates ability to meet deadlines and move operations forward to achieve goals.
- Ability to create and maintain effective systems to accomplish Board goals with consistency.
- Budgeting and spread sheet experience.
- Be able to accommodate a flexible schedule—requires Saturdays (not Sundays and Mondays) and some evenings.
- Generate agenda with BOD Chair, distribute agenda, and attend monthly board meetings.
- Show proficiency in computer skills including Microsoft Office and Excel.
- Fundraising and grant-writing experience is required.

## **Job Responsibilities:**

- Assist the Board in accomplishing their goals and objectives for the Museum.
- Be the daily contact person for the public and for the Board, communicating appropriate information consistently and in both directions.
- Track income and expenditures and make reports monthly or as needed by the Board.
- Manage and maintain data and office files.
- Work with committees as needed with the approval of the Board.
- Assist with curating and take-down of exhibits.
- Oversee the cataloging of artifacts and donations.
- Work collaboratively with the outreach coordinator and administrative assistant.
- Along with the part-time outreach coordinator, assist with the development and marketing for the Museum (exhibits, programs, and events) building the profile of the Museum.
- With the aid of the administrative assistant, recruit, organize, and manage volunteers including communication and schedules; delegate and assign responsibilities as appropriate.
- Organize and promote annual fundraising events.
- Assure opening and closing of the museum on time (11–5, Tuesday through Saturday; First Friday Gallery Walk, 6–9 pm).
- Maintain a clean and professional facility (working with volunteers and paid contract personnel) including offices, four exhibit galleries, Program Room, and Museum Shop. Collaborate as needed with City Staff on building maintenance and availability.

## **Other Job Information:**

- The executive director position answers to the GVM Board of Directors.
- A bachelor's or master's degree in a relevant field such as public history, museum studies, or public relations, etc. is desirable.
- This position is a salaried, 30–35 hours per week, exempt position with no benefits. The work schedule is determined by the needs, objectives and deadlines that are presented at any given time with Saturdays and some evenings expected.
- All qualified applicants are encouraged to apply and will be considered by the selection committee.
- Applicants must be able and qualified to begin work starting July 3. Training will begin June 26<sup>th</sup>.

## **How to Apply:**

Your application must be transmitted electronically to the search committee chair and include:

1. Cover letter outlining why you are interested in the position, key experiences, and skills you feel would contribute to your success as a museum executive director.
2. Resume (2–3 pages) including contact information for three professional references (name, title, relationship, phone number, email address).

***Please send your application by email to [info@globalvillagemuseum.org](mailto:info@globalvillagemuseum.org) with the subject heading Executive Director by May 15.***

Global Village Museum is an equal opportunity employer. We are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.