JOB DESCRIPTION
EXECUTIVE DIRECTOR - TRITON MUSEUM OF ART
SANTA CLARA, CALIFORNIA

PRIMARY PURPOSE:
Provides leadership in the management of a dynamic organization. Directs and participates in fundraising, marketing, development of strategic vision, collection development, general management, financial management and fostering volunteer/board/city relations of the Triton Museum of Art.

SUPERVISION:
Under the general supervision and direction of the Museum Board of Trustees; supervises Triton Museum of Art staff directly and indirectly.

DESCRIPTION OF WORK:
ESSENTIAL FUNCTIONS:
The following list is illustrative and is not intended to describe every function that may be performed by this job. The omission of specific statements does not preclude the Board of Trustees from assigning specific duties not listed if such duties are a logical assignment to the position.

1. Cultivates relationships with major stakeholders for the purposes of fundraising, including major gifts, for special projects, operations and development of the Museum collection.
2. Plans, coordinates, and directs the operation of the Triton Museum of Art which includes carrying out the policies and programs as determined by the Triton Museum of Art Board of Trustees; oversees Museum operations including the collection, exhibits, maintenance and educational outreach, consults and advises on objects of art brought to the Museum for analysis; and researches possible Museum purchases.
3. Utilizes traditional, print, social, and other forms of new media to bring visitors to the museum and foster museum growth
4. Collaborates with community partners to enhance the arts in the Santa Clara community; develops relationships with community organizations and staff to communicate the museum’s vision.
5. Oversees the Triton Museum of Art budget including planning, preparing, monitoring and administering; recommends opportunities to grow and develop new revenue streams for the museum.
6. Performs a variety of public relations activities; coordinates communication both internal and external concerning all aspects of the Triton Museum of Art, works closely with support groups, works with City Administration and other governmental and non-governmental agencies, encourages and works with potential donors, and works with others in the community to increase citizens’ appreciation of the arts, often by giving lectures to various citizen groups.
7. Demonstrates effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner.
8. Ensures the operations and administration of the Museum are in compliance with City policies, City ordinances, and local, State and Federal regulations.
9. Serves as principal advisor to the Triton Museum of Art Board of Trustees, City Manager, and other City officials, as well as other departments regarding art museum issues and projects.
10. Assists in the selection, evaluation, and orientation of new Board members.

IMPORTANT FUNCTIONS:
1. Attends conferences, seminars, workshops, and other training for professional development purposes.
2. Attends Board meetings as Executive Director and Administrator of the Museum.
3. Understands the role of technology in information exchange and works to ensure that the Museum employs current and innovative methods needed to reach multiple demographic groups.
4. Prepares annual report and other special reports as prescribed by the Board.
5. Performs related work as required.
QUALIFICATIONS REQUIRED:
Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge
Thorough knowledge of art and art history; museum management theory; fundraising principles and techniques; public relations; art techniques and media; exhibition design and installation; artwork conservation and preservation; museum publications research, design and layout; modern management principles and techniques.

Abilities
Effectively lead and manage the Triton Museum of Art; cultivate donations for collection; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; demonstrate creative leadership skills dealing with museum support groups; effectively supervise and develop department personnel; regularly attend evening and weekend meetings and/or engagements; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including Triton Museum of Art Board of Trustees, City Council, city management, community leaders, other department staff, government agencies, and the general public; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens. Perform effectively as a member of the team in carrying out the Triton Museum of Art’s stated mission and philosophy.

Experience, Education, and Training
Graduation from an accredited college or university with a Master’s Degree in Arts Administration, Art History, Fine Arts, Museum Studies, Humanities or a related field with an art emphasis, and a minimum of four years progressive, professional experience in an art museum including at least two years in a management capacity.

Physical Requirements
Pushes, pulls or lifts objects up to 50 pounds, may stand for long periods,

Working Environment
Primarily indoors with heating and cooling regulated in an office and museum environment.

HOW TO APPLY:
Interested candidates should submit an updated resume, cover letter, and three professional references to president@tritonmuseum.org by December 31, 2013. The cover letter should address four major areas of information, including: comparable work experience and past successes, leadership experience and qualifications, fundraising capacity, and a statement to convey an understanding for the community of Santa Clara, CA. It is the goal of the Executive Search committee to make a hiring recommendation to the full Board of Trustees by January 31, 2014, with the approved candidate able to assume the Executive Director position in early February, 2014.

PLEASE, NO PHONE CALLS