

MUSEUM DIRECTOR

RIVER OF TIME MUSEUM

Located in the Library/Museum Building in the Civic Plaza of Fountain Hills AZ, the River of Time Museum (RoTM) opened its doors in 2003 through the efforts of the Fountain Hills and Lower Verde River Valley Historical Society. In 2015 the RoTM, guided by its new mission, developed a five year strategic plan to expand the museum as a community resource to the residents and visitors of Fountain Hills and the Lower Verde River Valley. This exciting multi-phase plan of renovation and reinvention will be completed to commemorate the 50th anniversary of Fountain Hills on December 15, 2020.

MISSION STATEMENT

The mission of the River of Time Museum is to engage, entertain, educate, and inspire people about the Lower Verde River Valley through relevant topics and experiences. Using the natural /social sciences of the region we preserve and interpret the past to understand the present, and promote future sustainability.

POSITION OVERVIEW

Reporting to the Board of Directors, The Museum Director is a part time position that coordinates the efforts of the Board of Directors, Museum Staff, and Volunteers to successfully complete the three phases of the 2020 Vision:

- Phase 1- a.) Improve access and visibility of the facility's interior and exterior spaces to maximize potential for programming. b.) Reconfigure the main exhibit space of 1500 square feet to function as a modular, contemporary, interactive space.
- Phase 2- a.) Expand the main exhibit space to 2,000 square feet and relocate the various museum functions (store, offices, research library) to maximize the visitor experience. b.) Create separate dedicated main entrance to the museum to improve accessibility and visibility.
- Phase 3 – Complete a feasibility study for a new standalone museum integrated with other planned community projects in available space of Fountain Hills Civic Plaza.

PRINCIPAL RESPONSIBILITIES

Administration/ Management

Directs/ supervises all staff, and volunteers in management roles ensuring that work is in compliance with professional and legal standards, as well as in line with the RoTM mission and 2020 Vision goals.

Sets goals and objectives for, and performs periodic performance reviews of staff and volunteers in managerial roles.

Serves as de facto member of the board and its principal committees (Finance, Program/Promotions, Operations, Building and Planning) to ensure activities are in line with RoTM goals and mission objectives.

Communicates and coordinates RoTM activities with elected/appointed government officials, Interest groups, foundations, etc.

Institutional Development

Coordinates fundraising efforts in support of the three phases of the 2020 Vision by:

Assisting with the development of the Board of Directors and provides resources, input, and assistance to the officers so they may successfully execute their specific duties.

Establishing contacts within the community to attract donations and increase the donor base.

Develop and oversee new, efficient, sustainable fundraising events/programs hosted on (and if viable off) site.

Research and suggest grant providers; write and submit grant requests or solicit and supervise grant application writers.

Monitors the progress of donations, attendance, membership, and sales

Identifies the museum's funding goals/needs to the RoTM Foundation

Program Development

Reviews and approves all aspects of planning, design, and content in the three program areas: Events, Exhibits, and Education.

Oversees staff, volunteers, outside vendors/partners, and contractors to produce events, exhibits and education programs to engage the community in the museum, its mission and vision.

Ensure that the RoTM is offering events, exhibits, and educational programs to attract the broad demographic community residents and visitors including: families, school groups, seniors, and tourists.

Serve as overall project manager for major RoTM programs.

QUALIFICATIONS

Big picture perspective with the ability to coordinate and articulate plans and activities in the pursuit of short term and long range goals.

Passion for museums as places to inspire the individual and engage the community.

Interest in the natural or social sciences.

Ability to multi-task and work efficiently.

Skilled at managing volunteers and staff.

Experienced in Board Development.

Experience working with Municipal Government or similar organization.

EDUCATION/EXPERIENCE

Bachelor's Degree or higher in Nonprofit management, Museum Studies, Architecture, History (or related Social Sciences)

Five or more years in a leadership or management role in a museum or nonprofit setting.

TO APPLY:

Please email a letter of interest, resume, and three professional references to jobs@fh.az.gov.