

## POSITION TITLE: SAMA Bedford Site Director:

### **OVERALL PURPOSE OF JOB:**

The Site Director's responsibilities include professional leadership and management of the satellite museum. The Director works with the Director of Operations to develop, manage, communicate, and execute a clear vision for their site within the satellite organization. The Director collaborates with the staff to develop and implement the Museum's strategic plan. The Director selects and cultivates qualified staff, models effective behaviors and skills, and builds morale among staff and volunteers. The Director is charged with fundraising, development/annual giving campaign, managing operations, processes and programs, planning exhibitions; managing the site's budget; writing and assisting with grant proposals; and facilitating the Museum's activities. He/she acts as the Museum's representative in the community increasing SAMA's visibility and influence with legislators, stakeholders, and other constituencies.

### **ESSENTIAL FUNCTIONS OF JOB:** (other duties may be assigned)

1. *Lead and manage the museum*

KEY MEASURES:

Works with their Trustees to develop and communicate a clear vision for their site within the organization.

Understands his/her leadership role in the context of the organization's mission.

Manages day-to-day museum processes, programs, and activities efficiently and effectively.

Protects, preserves, and promotes the permanent collection of fine art treasures.

Maintains museum operations and sustains SAMA programs that meet or exceed museum standards and emphasize continuous improvement.

2. *Maintain an approved general operating budget for the museum*

KEY MEASURES:

Work with the Director of Operations to establish a general operating budget for the facility.

Generate adequate revenue to sustain site operations.

Monitor expenditures relative to the budget.

Keep the Director of Operations apprised of budget requirements.

3. *Write or assist with writing grant proposals and secure funding to address the needs of the Museum:*

KEY MEASURES:

Secure funding from external sources to support Museum programs, projects, and other needs.

4. *Curator: Plan, oversee and assist in the installation of exhibitions:*

KEY MEASURES:

Schedule and coordinate an advanced calendar of exhibitions.

Meet deadlines regarding the exhibition calendar.

Collaborate with all necessary staff members and committees including but not limited to Exhibition, Acquisition, Development, and Community Affairs.

Assist in the design, writing, and production of exhibition catalogs and promotional materials with appropriate staff.

Collaborate with the Communications Coordinator in the successful execution of promotional materials.

Supply exhibition listings and supplemental information as needed.

5. Supervise Museum site employees:

KEY MEASURES:

Plan, organize, direct, communicate, lead satellite museum personnel.

6. *Represent the Museum professionally:*

KEY MEASURES:

Promote activities of the institution

Serve as a liaison with community arts organizations and other key groups.

Establish an advisory board/committee for the satellite facility.

Develop key contacts/relationships within the community.

Maintain positive public relations.

Assume the lead in planning and executing site and signature events.

Attend exhibit openings and related events.

7. *Facilitate educational activities within the community*

KEY MEASURES:

Develop and schedule art classes, camps, programs, and lectures at the satellite facility.

Market the site's educational programs to the site's audience.

## OTHER DUTIES OF THE JOB

Assist with ordering supplies.

Prepare correspondence as needed.

Provide tours of the satellite facility

Assist with planning shared exhibitions with other satellites.

Perform other duties as assigned.

Supervise SAMA social media.

## MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to lead/manage multiple projects/tasks; provide close attention to detail; utilize creativity; meet frequent deadlines; work closely with others; maintain a high level of record keeping/routine paperwork

## PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of the time on job)

Ability to sit; ability to stand; ability to walk; ability to climb stairs; ability to communicate orally and in writing; ability to lift between 10 and 15 pounds; ability to carry up to 15 pounds.

Occasionally Incurred (Less than 25% of the time on

job) Ability to reach at high and low levels

**WORKING CONDITIONS TYPICAL OF THIS POSITION:**

Occasionally Incurred (Less than 25% of the time on job) Exposure to intermittent noise  
Occasionally work more than 40 hours.

**PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:** Occasionally Incurred (Less than 50% of the time on the job) Use of Eye protection and gloves.

**QUALIFICATIONS:**

Education

Bachelor's degree; advanced degree in Art History, Business or related major preferred

Experience/Training

Three (3) to Five (5) years of related museum, nonprofit or business experience.

**KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:**

Problem Solving Skills

Ability to apply common sense and follow simple written or oral instructions

Communication Skills

Ability to write grant proposals and related exercises

Ability to read and comprehend general written correspondence, i.e., instructions, manuals, rules, etc.

Ability to write routine and general business correspondence, reports, etc.

Ability to establish and maintain effective work relationships

Ability to discuss and respond to questions or complaints

Ability to present to a group

Math Skills

Ability to calculate rate, ratio, percentage, discount, commission, etc.

Ability to apply concepts such as fractions, percentages, and ratios to practical situations

Computer Knowledge

Word Processing Software

Spreadsheet Software

Internet/E-mail

Desktop Publishing

Digital camera and associated programs

Other Characteristics

Documentation and observation skills

Strong organizational skills

Ability to compare and evaluate works of art

Ability to research interpretive materials

Ability to follow established confidentiality policy

Ability to follow established safety standards

Ability to use various office equipment

Working knowledge of applicable regulations

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.