



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Museum Director
Department:	Historic Preservation Department
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville
Immediate Supervisor:	Historic Preservation Officer
Date Prepared:	05/12/2016

GENERAL DESCRIPTION:

The Museum Director of the Lenape Cultural Center will provide dynamic leadership and direct planning, organization, and operations. Also, will work closely with the Historic Preservation Officer to refine, develop, and implement a progressive program for the Lenape Cultural Center's fundraising, exhibitions, collections management, educational activities, and community outreach.

QUALIFICATIONS:

Requires graduate level degree (MA or PhD) in Museum Studies or related field, and at least two years of museum experience. Ability to provide strong Leadership, vision and strategic direction. Experience developing and implementing strategic plans.

Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations, as well as a history of involvement in relevant professional organizations.

Strong record of success in fundraising and audience development.

Competence in managing museum operations, including personnel matters. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies.

Excellent planning, time management and decision-making skills.

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires ability to use Microsoft Office Suite programs, ArcGIS.

Requires good interpersonal, communication and teamwork skills.

Requires a high level of confidentiality

Requires excellent verbal and written communication skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES;

Works to develop the strategic direction and establish initiatives to fulfill the mission of the Museum and increase local, statewide, national and international awareness and prominence. Directs the museum's operations, to include development , education and public programming, finance, external communications, and staffing.

Manages and leads staff, volunteers, and consultants.

Leads and participates in all fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors.

Serves as spokesperson and chief advocate for the Museum. Establishes strong partnerships in the community. Enhances the Museum's public image to expand interest and support.

Directs the overall development of public relations and marketing initiatives. Develops and effective communications plan to raise the profile of the museum.

Manages, secures and maintains the property and facilities of the Museum, as well as the collections held in Public trust.

Other duties as assigned by Historic Preservation Officer and Tribal Operations Manager