



DIRECTOR OF MUSEUM OPERATIONS

The Director of Museum Operations (DoMO), responsible for the Historical and Cultural Society's overall performance and effectiveness and supports organizational growth and stability by further developing and managing HCS's key programmatic and operational infrastructure. The DoMO serves as second-in-command, relieving the Executive Director of tasks associated with daily operations of HCS's programs and services. In partnership with the Executive Director, the DoMO builds the organization's culture and charts its course, effectively growing the organization and ensuring its programmatic and operational effectiveness and efficiency.

This is a full-time, exempt position that reports to the Executive Director. The DoMO works closely with the Programming Director, Communications Manager, Senior Archivist and Collections Manager and Registrar, and directly oversees the Visitor and Member Services.

EXPECTATIONS FOR HCS EMPLOYEES

- Represent HCS in a professional manner (through dress, speech and correspondence) at all times.
- Complete assignments by stated deadlines.
- Ability to take initiative, work flexibly, and work well both independently and collaboratively.
- Willingness to fill in for HCS team members as needed.
- Keep current with museum and non-profit best practices, regulations and procedures as they pertain to the position's sphere of responsibility.

HOW DOES THE DoMO HELP HCS ACHIEVE ITS MISSION?

- The DoMO cultivates macro and micro understanding of HCS to ensure that its programs and services are effective and both responsive and relevant to the needs of the community and its visitors.
- The development and expert management of quality programs and services enhances HCS's ability to generate greater public and financial support.
- Recommending short- and longer-term goals and priorities, operational procedures and timetables for programs and projects helps staff to prioritize and meet deadlines, and thus better serve key stakeholders.

SPECIFIC DUTIES

- **Strategic and Change Management.** The DoMO makes recommendations for and implements and manages change in the organization, while ensuring program and service effectiveness and financial viability.
 - Determines (with the Executive Director) and implements programmatic and operational goals in keeping with the organization's overall vision and strategic direction.

- Works with the Communications Manager to help articulate and ensure that professional and efficient flow of information services internally and externally.
- **General Operations and Resource Management.** Oversees HCS's programmatic and operational systems and strategies, providing overall leadership for HCS staff on a daily basis.
 - Ensures effective resource management, whether human resources or financial resources, in all of HCS's program and service areas.
 - Develops and implements policies for operations, programs and services in keeping with the organization's overall vision and strategic direction.
 - Assists in the assessment, planning and implementation of new programs and ensures that existing programs are reviewed and refined on a regular basis to support program improvement and meet the needs of funders and other stakeholders for information and accountability.
 - Actively participates in the effective recruiting, hiring, mentoring and retention of staff at all levels of the organization.
 - Recommends strategic cost/benefit decisions that ensure the fiscal health of HCS's operations and programs.
 - Creates effective benchmarking and performance management systems.
- **Comstock House Management.** Leads the preservation, conservation and interpretation of the Comstock House, ensuring that its historic value is maintained, supported, appreciated and widely shared.
 - Develops and implements a vision of the property that will boost its stature in and relevance to the community and its visitors.
 - Oversees daily operations, including tours.
 - Imagines and implements a wide range of programs, special/public events and scholarly research.
 - Works with the Communications Manager regarding public outreach.
 - Approximately 10 hours/week May-Sept.
- **Exhibits and Events.** Works with the Programming Director in the development and implementation of exhibits, programs and events.
 - Ensures appropriate resources are in place to effectively implement exhibits and programs.
- **Minnesota History Day Coordinator.** Under the guidance of the Minnesota Historical Society's MHD Coordinator, manage the West Central region to implement Minnesota History Day.
 - Closely follow the calendar and timeline laid out by MNHS.
 - Visit assigned schools and develop relationships with teachers and students.
 - Approx. 10 hours/week Sept.-May

REQUIRED WORK/LIFE EXPERIENCE AND SKILLS

- Degree in history, public history or related field; relevant museum or non-profit experience, including in a senior leadership role, is preferred
- Strong organizational builder and change agent that can translate strategy into tactical realities

- Superior management skills: ability to inspire, motivate, influence, engage and create a culture of distributed leadership
- Excellent communications skills (oral and written)
- Excellent organizational skills
- Excellent computer skills; experience and high degree of comfort with databases; experience with Past Perfect a plus
- Positive interpersonal skills

INDICATORS OF SUCCESS

- HCS will be viewed as a community leader, galvanizing resources and support for the preservation of our community's history, culture and heritage.
- The Executive Director is effectively liberated from day-to-day management issues in order to cultivate and enhance external relations with key stakeholders – specifically Board Members, elected officials and major donors.
- Shows initiative in ensuring that HCS achieves its goals and objectives in the most time-saving, effective and cost-efficient manner.
- Staff will be better trained and more engaged thereby increasing productivity and greater reach into the community.
- HCS will be considered more vital, and more relevant and responsive to the community and its visitors.

Visit www.hcscconline.org for more information about the organization.

Salary: \$35,000 plus benefits

Benefits: 50% of health insurance premium employer paid (using employer's group); one day of vacation earned every month; 4 hours of sick leave earned every month up to a maximum of 240 hours accrued. On Dec. 31, all but ten days of vacation will convert to sick leave until maximum is met. Only ten days of vacation can be carried over to the next year. Eleven paid holidays. No vision or dental, but opportunity to add at own expense.

Send résumé, cover letter, short writing sample, and contact information for three professional references to Executive Director Maureen.jonason@hcsmuseum.org If email is not convenient, mail materials to HCSCC, 202 1st Ave. N., Moorhead, MN 56560. NO PHONE CALLS, PLEASE. Deadline for application is Friday, Nov. 9, 2018.