

Little White Schoolhouse Museum Director Job Description

Organization: Little White Schoolhouse Inc under the direction of the Ripon Area Chamber of Commerce

Reports To: Executive Director of the Ripon Area Chamber of Commerce

Summary of Position: Salaried Position

The Museum Director has the overall responsibility to carry out the museum's mission, vision and policies established by the LWSH Board, including the financial, educational, collections, and operations management for the Little White Schoolhouse.

Strategic Leadership:

- With the LWSH Board of Directors, establish a clear vision for the Little White Schoolhouse.
- Assist the LWSH Board of Directors in long-range strategic planning and implementation of those plans.
- Provide both support and leadership to the LWSH Board of Directors.
- Serve as the liaison between the LWSH Board of Directors and staff.

Financial Management & Fundraising:

- With the LWSH Board of Directors, the Museum Director will propose an annual budget for the Chamber Board adoption.
- Prepare monthly financial reports to the LWSH Board of Directors.
- Work with Chamber staff to manage all accounts payable and receivable.
- Oversee fundraising efforts and special events with support and input from the LWSH Board of Directors.
- Develop and sustain relationships with visitors and donors.
- Prepare grant applications and manage grant projects in partnership with the LWSH Board and staff.
- Maintain excellent donor records and stewardship of all donations made to the organization.

Human Resources & Administration:

- Hire, train and supervise all staff and volunteers including scheduling and annual work goals in conjunction with Chamber policies.
- Manage the visitor experience before and during their visit.
- In conjunction with the Executive Committee, evaluate staff (other than the Museum Director); set performance standards; create annual goals; conduct annual staff evaluations; maintain personnel records.

Community Relations:

- Represent the Little White Schoolhouse and advocate its mission to external stakeholders and audiences including community organizations, schools, government at all levels, and the museum and nonprofit communities.
- Maintain positive relationships with the City of Ripon and community partners such as the Ripon Historical Society.
- Establish and implement a marketing/communications plan that supports the Little White Schoolhouse brand and reputation including website content, social media accounts, media relations, and printed materials.
- Create and implement a plan for the continual maintenance and repair of the museum building.
- Maintain museum calendar and coordinate all programming and events.

Board & Volunteer Relations:

- Assist the LWSH Board with identifying community members who may be appropriate for board service and support their recruitment and orientation to the Little White Schoolhouse
- Recruit volunteers for appropriate positions within the museum.
- Participate in LWSH Board meetings by working with the Executive Committee to create agendas, prepare staff reports for the meetings, and attend meetings of the LWSH Board and committees.

Exhibitions, Collections, and Education:

- Create and maintain standards of excellence for all collections, exhibitions, and education efforts of the museum.
- Oversee the proper care of the collections.
- Oversee exhibitions to support the mission of the museum to attract audiences, donors and sponsors.
- Oversee educational programming.

Qualifications and Skills

- It is required that, at minimum, the Museum Director will have a Bachelor's degree in a professional discipline relevant to providing leadership for an organization of this type from an accredited college or university or equivalent experience.
- It is required that, at minimum, the Museum Director have work experience in a related field or position.
- It is required that the Museum Director present a professional and positive image to members and the greater community through appropriate

appearance, grooming, demeanor, and comments.

Skills:

- It is required that the Museum Director has excellent professional communication skills, including written and oral communications skills, strong listening skills, and the ability to make presentations to groups.
- It is required that the Museum Director has strong organizational skills, including the ability to plan, organize, and set long-term strategy with an appropriate work plan to accomplish it.
- It is required that the Museum Director be able to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- It is required that the Museum Director be able to independently identify and resolve problems or make recommendations to the LWSH Board of Directors about resolution options. The Museum Director must be able to apply sound problem solving skills and make decisions that reflect the best interest of the organization.
- It is required that the Museum Director be computer literate and able to use software functions such as email, word processing and spreadsheets. Former experience with Advertising and social media are also required or comparable experience.

Critical Physical Demand of the Job:

1. The Museum Director must be able to spend the majority of his/her day walking, sitting, standing and/or driving.
2. The Museum Director may be regularly required to travel to off-site locations that may not be barrier-free.
3. The Museum Director must always dress in appropriate business manner while performing Museum duties and represent the Museum in a professional manner
4. The Museum Director must be able to effectively communicate with others both verbally and in writing.
5. The Museum Director must be able to work well under stress and meet deadline

Working Conditions:

While performing the duties of this job, the Museum Director will primarily work in an office based setting with little temperature variance and minimal to moderate noise. There may be periods of high stress related to the responsibilities associated with the position and work hours required outside the scope of a normal work week.

Please send a cover letter, resume, references and desired salary to mandy@ripon-wi.com. Contact the Chamber of Commerce office with any questions. 920-748-6764