



## EXECUTIVE DIRECTOR JOB DESCRIPTION

The Newburgh Museum's mission is to preserve, exhibit and educate all visitors about the history and culture of Newburgh and the surrounding area's unique river town heritage.

To position itself for aggressive growth and rebranding, the Newburgh Museum seeks a passionate and energetic candidate as its first Executive Director. This person will serve part-time which would require approximately 20-25 hours per week on a flexible daily schedule that will include some weekends. The following is a description of the likely duties of the Executive Director:

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Anticipate approximately one-third ( $\frac{1}{3}$ ) of your work hours and efforts will be devoted to the following three (3) categories of responsibilities:

### **I. Museum Science & Administration: Collections, Exhibits and Administrative**

Supervising the accession, maintenance and development of the Museum's exhibit collection, recommending updates and improvements to accession and collection policies, and entering necessary data on exhibits and collections in Past Perfect software. The Executive Director will also coordinate with the Exhibits Committee for rotating exhibit development and implementation, assisting the Committee with planning and oversight of all exhibits to meet and advance Museum's vision and mission, and primarily responsible for the marketing and outreach for each exhibit.

Additionally, the Executive Director will be responsible for Museum Administration, including working toward expanding museum hours of operation, supervising, and coordinating Docent services, supervising and coordinate volunteers to assist with Museum operations, and office clerical duties and record keeping.

Finally, the Executive Director will attend Board meetings as ex officio non-voting board member & present Executive Director Reports at all meetings and assist Board with recruitment and development.

### **II. Fundraising Support, Implementation and Development**

The Newburgh Museum relies on funding through (a) Membership dues, (b) Special Events, and (c) Grants. To successfully retain an Executive Director and expand that person's role in the administration of the Museum, the Executive Director will be tasked to help increase revenue and identify new sources of revenue. The Executive Director will work in conjunction with the Board of Directors to identify new and improved ways of raising revenue through Special Events and to successfully implement those Events resulting in a positive net revenue.

Also, the Executive Director will assist the Board Finance Committee in locating and targeting grant opportunities, providing grant writing support, and working with the Board Executive Committee in development of large gifts and donors.

### **III. Education & Outreach**

The Executive Director will supervise education and outreach of the Museum which includes promoting and welcoming Elementary and Middle School Tour groups, the Museum's Speaker Series, developing the website as a tool for public research and information, and increasing the marketing to all age group

constituencies through all mediums including print, media, website, and social media presence. The Executive Director will be the “face of the Newburgh Museum” and should be active in Newburgh and Warrick County area community engagement and promotion where those opportunities are presented.

The Executive Director will be the principal source of marketing all Museum activities and initiatives through (a) social media, (b) website applications and (c) television, radio and print media.

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### **Skills and Experience.**

The following skills, gifts and talents would be preferred for a successful candidate:

- A willingness to grow in the position and consider expanding the position of the Executive Director to a full time position by Year 3
- Clear, concise and effective communication skills
- Knowledge or experience in Museum and non-profit administration
- Marketing and/or promotion experience
- Knowledge of and/or willingness to learn a variety of computer software applications, including Museum Past Perfect administration, QuickBooks, and Microsoft Office
- Knowledge of or willingness to learn Grant writing and administration of grant monies
- Degree or experience in museum administration, business administration, marketing, finance, public relations, or similar fields
- Personal knowledge or appreciation of history, community heritage and related matters

### **Salary Expectations.**

- The Newburgh Museum has received a two-year Grant that will fund the majority of the Executive Director’s salary for two years, with the Museum supplementing that salary as needed. Salary expectations include:
- Salary Range Year 1: \$12,000 – 20,000 (Primarily dictated on experience and potential)
- Salary range Year 2: \$16,000 – 24,000 (Primarily dictated on Year 1 performance)

*Note: The job description and duties of the Executive Director may be modified from time to time at the sole discretion of the Board of Directors to reflect the gifts and talents of the successful Executive Director candidate.*

### **APPLICATION INSTRUCTIONS:**

Resumes accepted until the position is filled. Goal is to hire immediately for the position.

To apply, please send your resume and cover letter to: [president@newburghmuseum.org](mailto:president@newburghmuseum.org).

Questions – via email or phone at (812) 589-3886. (Jeremy Korba, board president)