

Executive Director Position

Organization Description

The Washakie Museum & Cultural Center is a 501(c)(3) not for profit organization, operating as a history museum and cultural center located in Worland, Wyoming. WMCC works to preserve the cultural and historical heritage of Wyoming's Big Horn Basin. Its holdings include a substantial collection of artifacts, photographs, documents, and ephemera related to its history. The WMCC holds numerous events throughout the year including plays and musicals, fundraisers, facility rentals, art and history programs for adults and youth, as well as several other events.

The WMCC is governed by a volunteer Board of Directors. WMCC board is looking for a visionary leader with good management skills. The board desires an executive director with the skills to grow the membership and donor base, expand community engagement, and public outreach.

Position

Executive Director

Position Summary

The Executive Director (ED) is the chief executive of the Washakie Museum & Cultural Center and reports to the Board of Directors. S/he is responsible for the development, execution, and management of the museum's strategic goals as approved by the Board. The ED also plans, directs, monitors, and supervises all facets of day-to-day operations. Oversight responsibilities include maintenance and preservation of buildings and grounds, personnel management, financial management, security, collections care and management, exhibits, programs, interpretation, educational programming, various types of planning, recruitment and training of volunteers, fundraising, identifying and developing community partners, marketing, development of membership, implementation of policies and procedures, and promotion of the site locally, regionally and nationally.

Qualifications

- Bachelor's degree in History, Public History, Museum Studies, Non-Profit Management, Accounting, or a related field.
- A minimum of 3 years progressive business/professional management, administration, non-profit, or museum experience.
- Solid budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Demonstrated fundraising ability.
- Knowledge of Museum Professional policies, issues, ethics, and strategies.
- Demonstrated collaborative skills.
- Excellent interpersonal and communication skills.
- Ability to meet the physical demands of working in a museum and events center including setting up tables and chairs.
- Demonstrated creativity in developing programs and events.
- Must be able and willing to work evenings and weekends as determined by the museum's schedule of events.

- Must have a valid driver's license.

Benefits and Salary Range

The salary range for this position is \$48,000 to \$60,000 depending on skills and experience. Current benefits include employee covered health insurance and a 3% simple IRA match.

To Apply

E-mail only cover letter with resume and professional references to: rbrower@washakiemuseum.org

Rebecca Brower, Executive Director
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Open until filled.