

Museum of the Southwest Executive Director

The Museum of the Southwest (MSW) is a premiere multidisciplinary institution in Midland, Texas providing creative programming and resources across the spectrum of arts, history, culture, and science at three beautiful and architecturally significant facilities: the Juliette and Fred Turner, Jr. Memorial Art Museum, the Fredda Turner Durham Children's Museum and the Marian West and William Blanton Blakemore Planetarium.

With these distinct yet complementary components, MSW presents a cohesive, hands-on cross-curricular experience for the citizens of Midland, the Permian Basin, and West Texas. MSW includes area citizens in the ongoing evolution of the Museum's programming and its vision for the future. MSW represents a true partnership between an organization and its community.

OVERVIEW

The Museum of the Southwest seeks an enterprising Executive Director (ED) to lead the next phases of its advancement, as well as to maintain its dynamic public programming, including a robust schedule of special events. The successful ED will be an excellent and energetic manager and fundraiser, knowledgeable of non-profit accounting practices. The ED will complete a nearly-finished capital campaign and break ground for renovations to the Children's Museum, as well as ensure existing facilities oversight. The ED will oversee an active annual schedule of public and special events, seizing opportunities to enhance the collection and engage new audiences across the three Museum platforms. The Board of Trustees, Executive Director, and Staff will work closely in a mutually supportive environment for committee work, special events and community engagement.

MSW offers varied programming to over 100,000 visitors annually in its three-building complex located on a beautiful 5-acre campus with sculpture grounds. The original 1937 Turner family estate was donated to become the home for the art museum, and in 2016, MSW celebrated its 50th anniversary. Today, the Museum's annual budget of about \$1.5 million supports its growing collection, changing exhibitions, extensive educational programs and public events, and a staff of 11 full-time employees.

MSW has grown rapidly and is continually advancing. In 2009, the Planetarium was renovated with expanded seating and added classroom space, and in 2015 it added a Digistar 5 Digital Planetarium System. In 2018, the Planetarium unveiled Science on a Sphere, utilizing NASA programming; it is the only program and facility of its kind in the region.

In 2016, the MSW renovated the Art Museum, completing Phase I of a planned 3-phase project. Many of the Turner mansion's elegant architectural features were preserved, and the building was updated with entirely new galleries and offices. Moving forward, the new Director will complete Phase II, which updates the interior of the Children's Museum, as mentioned above. This phase will also bridge science and the arts at all 3 campus facilities. Fundraising for Phase II has in large part been completed, and architectural plans are in working form, approved by the Board. The new Director will lead the groundbreaking of the project (planned for the first quarter of 2021) and oversee construction and donor relations. Phase III will be envisioned by the new Director, and updates to the Planetarium exhibitions are under consideration, as well as a possible renovation of the original stables for public use.

The Executive Director will work with the Board and Staff to continue implementation of MSW's 2020-2024 strategic plan, approved in June 2019. The strategic plan goals focus on community, inspiration, sustainability, and the personality of MSW. Five principal values were determined during the strategic plan as continuing the underlying principles of MSW, including Art for Art's Sake, Education, Community, Excellence and Diversity, Equity, Accessibility, and Inclusion (DEAI). The new Director will be responsible for employing leadership and creativity to continue executing goals, strategies, and tactics of the strategic plan.

MSW offers a multidisciplinary approach to experiencing artistic creativity, child development, science, and our world and universe. While the art museum is the largest campus facility, each of the components of MSW offers potential to further impact the region as one of the leading cultural experiences in West Texas. The Museum has a very robust program of special exhibitions, community events, and hands-on learning experiences. MSW holds a collection of 1,600 artworks, emphasizing Southwest art of the 19th and 20th centuries, including a full representation of the artists of the Taos School. The collection covers all mediums, including outdoor sculpture, and features Southwest Indian art as well as regional historical objects and archeological research material.

The Board of MSW is eager to advance the vision, master plan and renovations, and will support the new Director's efforts to provide the resources for implementing these ambitious and enterprising goals. The new Director will find a welcoming community that regards MSW as one of its most important treasures and resources. The position comes with a competitive salary plus benefits and optional on-site housing.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

The next Executive Director should have the following qualities and credentials:

- Minimum of 5 years' experience in executive functions at a museum, or in an executive position in a large institution, or extensive leadership experience in a nonprofit agency
- Bachelor's degree in related field, to include without limitation business, science, education, or fine art; Master's or advanced degree preferred
- Demonstrated exceptional leadership and communication skills
- An enterprising leader with vision and an ability to build donor and community relations
- Fundraising expertise including ability to manage a capital campaign and work with major donors, collectors, and grantors
- Knowledge of museum management, budgeting and non-profit financial oversight, and best practices for an AAM-accredited museum
- Ability to delegate and mentor; trusting and supportive
- An experienced project manager with proven ability to manage staff, budgets, and programs
- Ability to manage a campus of facilities including building and renovation projects. Experience working with a general contractor is desirable
- A visionary with a multi-disciplinary appreciation for art, history, and science as well as the role museums play in developmental learning
- Ability to work closely with an engaged board, volunteers, and community
- Interest in museum education programs for children and adult learners, and the ways in which minds are developed and all ages are inspired through the arts and sciences
- Collaborative, hands-on leader, high energy, multi-tasker, sociable, and with a sense of humor

- Networker, communicator and chief spokesperson for the Museum, and a strong advocate for the ways cultural experiences impact quality of life and learning
- Computer proficient
- Appreciation for West Texas lifestyle and small-community friendliness

SUMMARY JOB DESCRIPTION

Reporting to the Board, the Executive Director is responsible for overall strategic planning and vision, administration, financial management, fundraising, program development, personnel administration, and community and Board relations. Primary responsibilities include:

Mission and Program

- Leads implementation of strategic plans and programs, best practices, and policies to ensure continued AAM accreditation
- Prepares and operates within Board-approved annual and capital budgets
- Working closely with specialized staff, oversees execution of exhibits and interdisciplinary programs for the 3 museums in the areas of art, science, and youth education
- Oversees the collections, including acquisitions and growth, refinement, and conservation
- Ensures the smooth operation of the 3 Museums. Oversees maintenance and renovations of the campus buildings and the updating of technology resources
- Works with Board, Volunteers and Staff to deliver special events in support of the Museum

Fundraising

- Oversees and expands all fundraising activities and relationships including individual giving, foundation and corporate grants, and sponsorship support
- Actively leads capital campaigns
- Maintains relationships with donors, volunteers, corporate executives, and government officials
- In collaboration with the Board and volunteers, identifies, cultivates, and solicits donors and implements annual fundraising events
- Support development of annual fundraising activities; implement special fundraising campaigns under the direction of the board; and make proposals to the board for increasing fundraising revenue

Staff and Board Development

- Promotes active participation by Board members and encourages effective Board committees, communication channels, meetings, and training
- Manages staff. Recruits, hires, reviews, coaches and mentors staff. Delegates where appropriate, and encourages collaboration, teamwork, and cross-departmental support
- Cultivates and encourages participation of members of the Board of Governors, a group of long-term supporters who serve in an advisory and donor capacity
- Coordinate all workflow and monitor employee work periods to operate efficiently within the approved budget

Public Awareness and Marketing

- Works with staff to maintain and update the marketing plan to increase visibility of programs and services; ensures effective public relations and media coverage
- Promotes a welcoming environment for visitors; and serves as the public face of the institution
- Encourages partnerships with professional organizations and community agencies

HOW TO APPLY

Candidates should submit the following information electronically on or before 5:00 p.m. C.S.T on **Friday, December 11, 2020**, by email to lauriej@nmc-pb.org:

1. Cover Letter;
2. One-page Resume;
3. Two (2) Reference Letters, and/or List of up to three (3) References with Phone Numbers;
4. A Bullet-point Description of Administrative and Executive Experience, to include a brief (i.e., one-paragraph) narrative detail per point. This Description should not exceed two (2) pages in length."