Position Description

JOB TITLE: Executive Director
REPORTS TO: Board of Trustees
SUPERVISES: All Staff
TERMS: FSLA exempt/full-time
SALARY: $70,000 - $75,000.

POSITION SUMMARY:

The Sheldon Museum and Cultural Center, Inc. (dba Haines Sheldon Museum), an accredited 501 (c) (3) at the north end of Alaska's Inside Passage, is seeking a full-time Executive Director. The Director reports to a supportive, active Board of Trustees and is responsible for the day-to-day administration of the museum. This includes supervision of four part-time staff members and 2 part-time seasonal aides, and oversight of the Museum's programs, collections documentation and care, exhibits, fundraising (Museum has a store), budget, and financial accounts. In addition, the Director serves as the Museum’s primary liaison to the Haines Borough, the local government, Tourism and other Departments; Haines Chamber of Commerce; local tribal governments; other external agencies; funders and the public. The Haines Borough owns the Museum building and provides significant funding. The Borough Manager is the primary liaison to the Board. The Museum is part of an active, supportive state organization, Museums Alaska, which offers the Director Peer relationships and the possibilities of exhibitions, trainings, and staying abreast of significant developments and trends in the profession.

POSITION QUALIFICATIONS:

- Minimum three years’ experience working for an historic museum. A degree in Museum Studies or related subject is a plus.
- Significant supervisory experience in managing staff; understands office operations; and has worked with Boards.
- Success in fundraising, grant writing, and diversifying the revenue stream.
- Candidates must be self-motivated and highly organized with the ability to manage multiple projects and deadlines. The successful candidate will be resourceful, detail-oriented, systematic, inquisitive, a fast learner, and a good communicator. Collaboration and a sense of humor are a must.

HOW TO APPLY:

Submit to board@sheldonmuseum.net: a resume, letter of interest, and a completed copy of the Haines Sheldon Museum Application (available on our website -- Sheldonmuseum.org )