

ASSOCIATE DIRECTOR

Full-time / exempt position; full health benefits

Starting Salary: \$52-60,000

Reports to Executive Director

Deadline: *This position will remain open until filled.*

Job Description:

The associate director is a leadership position that reports to the Museum's executive director, working in close partnership with the executive director and the executive committee of the board of directors to assure that systems and policies are established and managed, and that support and leadership is provided for successful management of human resources, finance and operations for the organization. The associate director facilitates the planning, budgeting and management/supervisory work of the museum leadership team (which includes the curator, director of development, gallery director and the executive director) and greater staff, provides budget development and fiscal management support and guidance for all departments, and manages and supervises the operations department.

Job Responsibilities:

- With the executive director, oversees all museum operations. The focus of this position will be on internal operations while the executive director will focus primarily on external/community-related issues.
- Oversees operations and fiscal management including the following direct reports which include all department heads and the operations team: the operations manager and the accounting manager.
- Supervises direct reports including hiring, establishing workloads, priorities and assignments, mentoring, creating professional development opportunities, setting performance/productivity standards, conducting regular evaluations, and handling disciplinary actions.
- Develops and manages the Museum's annual planning and budgeting process, with the support of the accounting manager, board treasurer and finance committee.
- With operations team, oversees Museum operations including facility planning and management; assure highest quality visitor services.
- Plans, implements and assures maintenance of integrated Museum information technology and equipment to support the vision of the institution and supports the daily work of all staff.
- Assures human resources policies and procedures are developed and consistently implemented by all managers, guiding organization development to assure clarity of roles and responsibilities. This includes maintaining job descriptions, salary and benefits standards, professional development, reviews/evaluation with support from other operations team members.
- Structures, facilitates and maintains professional practices of organization-wide internal communications and team-building.
- Assures that an up-to-date strategic plan guides and integrates all activities and focuses annual planning and budget development.
- Other duties as assigned by executive director.

Job Qualifications:

- Bachelor's degree
- Experience in leadership and management at either a for-profit business or cultural organization (non-profit experience desired but not required)

- more -

724 Northwest Davis Street | Portland, Oregon 97209 | 503.223.2654

Museum of Contemporary Craft

Job Qualifications (continued):

- Experience with staff management, human resources oversight, development of work plans and organizational evaluation
- Project management experience
- Experience developing and overseeing budgets
- Excellent writing, interpersonal, and organizational skills
- Creative thinker
- Experience with organizational technology planning and management of that plan
- Experience and high level fluency with computer technology (in general) and Microsoft XP and Office Suite (specifically)

Send cover letter, resume and list of three references to: search@museumofcontemporarycraft.org