

## **JOB OPENING** **EXECUTIVE DIRECTOR**

### **THE POSITION**

The Board of Trustees is seeking a well-qualified and dynamic individual to direct and lead the development of the West Valley Art Museum (WVAM). Noted for being the first regional arts center in the Northwest Valley, WVAM is a cultural vanguard in the visual and fine arts. WVAM is noted for its outstanding changing exhibitions, educational programs, and permanent collections of ethnic dress, and modern and contemporary art.

The Board of Trustees and museum staff are seeking a director who can bring energy and vitality to the museum and communicate the museum mission and artistic vision to the diverse Northwest Valley community. He/she must have the highest personal ethics and integrity and the ability to bring together a variety of viewpoints. In summary, WVAM is seeking a leader for an innovative board and staff who will capitalize on existing strengths and provide leadership and management for the next chapter in the museum's history.

### **THE NORTHWEST VALLEY COMMUNITY**

The Northwest Valley is the fastest growing area in Arizona. The region is proud of the spirit and diversity of its citizens and its high quality, affordable lifestyle. The expanding community has all the amenities of a large city, with the wonderful elements of a small, familiar community.

Other museums in the area include the Challenger Space Center, The Bead Museum, Heard Museum West, Los Caballeros Museum, Peoria Historical Society, and the Sun Cities Area Historical Society. Other cultural attractions include the West Valley Symphony, The West Valley Fine Arts Council as well as a variety of music, dance and theater groups. There are several universities and colleges in the area including Rio Salado.

### **RESPONSIBILITIES**

The Executive Director reports to the Board of Trustees and has full authority and responsibility as the chief executive officer of the organization for the staff and their activities. Responsibilities of the director include:

Provide leadership to the staff and Board to initiate and implement an overall vision and direction that maximizes the Museum's potential for being an integral cultural force in the community; Work with the Board of Trustees to raise funds to support Museum activities; Bring a high degree of visibility to The Northwest Valley by serving as chief spokesperson for the Museum at local, regional, State, and national levels and to all professional, civic government, and private agencies, other arts organizations, as well as to the media; oversee the Museum's response to

community needs and strengthen partnerships with relevant community groups to further the Museum's mission and visibility; Direct and coordinate all administrative aspects of the Museum; maintain an effective organization with respect to structure, personnel, and physical plant; set priorities and allocate resources accordingly; establish and maintain continual planning cycles; Provide management direction to staff, which entails participating in the selection and hiring of staff, conducting performance evaluation reviews and establishing guidelines for staff salaries; ensure compliance with appropriate personnel policies and human resource procedures; Supervise the development and administration of the Museum's operating budget.

#### IDEAL CANDIDATE CHARACTERISTICS

- Strong leadership abilities, a high level of initiative and entrepreneurship, interpersonal and cultural sensitivity, creative and flexible problem solving skills, and the ability to motivate staff and Board;
- Proven skills in fund raising, financial management, human resource management, public and community relations, and be capable of formulating future directions and artistic vision for the Museum;
- Ability to work successfully in a liaison role, which requires establishing and maintaining effective communication and mutual understanding between the Board of Trustees, Museum staff, volunteers, funders, and the community.
- Demonstrate success in working with diverse constituencies; politically astute.

#### MINIMUM QUALIFICATIONS

Education: B.A./B.S. required; M.A./M.S. desired; PHD preferred

#### Minimum Experience:

Five years of senior management experience in the operation and management of a museum, a non-profit arts organization, or a community oriented non-profit organization. The majority of past experience should be at the level of director, deputy/associate/assistant director or comparable management background.

#### COMPENSATION

The West Valley Art Museum is offering competitive compensation, commensurate with the candidate's experience, plus a fringe benefit package.

#### PROCEDURE FOR APPLICATION

If you are emailing a resume, please attach it as a word document. If you are mailing a resume, please send to:

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