

**Chumash Indian Museum
Job Description**

Title: Museum Director	
Department: Operations	Supervisor: Reports to Board of Directors
Exemption: Non-Exempt	Created: June 2024 Revised:

SUMMARY:

The Museum Director is responsible for oversight of the day-to-day museum budget, finances, personnel and operations in accordance with the strategic direction set by the Board of Directors.

ESSENTIAL FUNCTIONS:

Management and Administration

- Supervises museum staff and volunteers in visitor services, education, collections/exhibits and grounds/facilities.
- Performs hiring and staff separation tasks as needed in consultation with the Board.
- Responds to email and phone inquiries from the public.
- Collects and responds to mail deliveries. Mails outgoing postal materials.
- Acts as key liaison with the board of directors, attending monthly board meetings and working with individual board members as needed.

Operations

- Oversees facility needs and coordinates with Conejo Recreation and Park District staff resident caretaker on addressing maintenance repairs.
- Performs project management for needed facility, exhibit and grounds projects.
- Tracks gift shop inventory and places orders for gift shop sales items and supplies, as well as maintains records/payments for consignment vendors.
- Purchases supplies for operational support as needed with consideration of best value.
- Coordinates with staff on planning for museum events and education programs.
- Oversees collections inventories and new exhibit development.

Finances and Development

- Processes weekly museum deposits and expenditures in close coordination with the contracted bookkeeper.
- Tracks utilities, insurance and facility payments and explores opportunities for savings to maximize budgets.
- Researches grant opportunities and completes grant applications in coordination with a grant committee of the board.
- Develops fundraising opportunities to support general museum operations and capacity expansion through capital campaigns, a membership program, and special events.

Community Engagement

- Keeps track of museum web presence through updates to website, social media and newsletters.
- Coordinates with staff on publicity for outreach events and print publication.
- Acts as lead for tribal consultation on museum matters.

SKILLS, KNOWLEDGE AND ABILITIES

- Skillful and professional communication with the general public of all ages
- Skills to research grant opportunities and develop scope and budget for grant application submittal
- Knowledge of efficient file organization and time management
- Knowledge and experience working with non-profit financial management, including budgets and the basics of fund accounting
- Knowledge of staff supervisory practices
- Ability to learn and appreciate the heritage and contributions of the Chumash people to California history and environment
- Ability to observe a reliable work schedule in order to ensure the consistent operation of the Museum
- Ability to maintain excellent written and oral communication skills
- Ability to establish and work within budgets
- Ability to work collaboratively with all levels of the organization
- Intermediate ability using office productivity software such as Microsoft Office Word, Excel and PowerPoint

PHYSICAL AND ENVIRONMENTAL ELEMENTS

- Approximately 70% of time is spent in a climate-controlled environment; other time may be spent on the Museum grounds, a wooded environment with walking/hiking trails
- Some bending, stooping, lifting may be required
- Some extended periods at a computer or desk on the telephone may be required