



LAKE OF THE WOODS MUSEUM ▲ DOUGLAS FAMILY ART CENTRE

# MUSE DIRECTOR

Kenora, Ontario

The Muse combines the multi award-winning Lake of the Woods Museum and the recently opened (2019) Douglas Family Art Centre located in the beautiful City of Kenora, Ontario. Drawing from their respective permanent collections and working with other museums, community groups, galleries, and artists, both the museum and art centre provide a varied line-up of intriguing history-based and art exhibitions year-round. The Muse is best known for its variety of arts and heritage programming and connection to its vibrant community.

## **POSITION SUMMARY:**

Due to an upcoming retirement, The Muse is seeking a Director who will oversee daily operations of the museum and art centre. This is an exceptional opportunity to build on the success and work of The Muse with a dedicated, creative, and enthusiastic team, and engaged internal and external stakeholders. The Director will oversee all aspects of the museum and art centre, including acquisition, preservation, research, interpretation, loans of exhibits and artifacts, collections management, exhibit development and presentation, educational programming, membership and donor development, budgeting, giftshop, fundraising, facility management, staffing and employee development. The Muse is seeking a collaborative leader who adopts a team-driven approach to mobilizing people around a shared vision and has a keen interest in and demonstrated knowledge of history and art.

## **KEY RESPONSIBILITIES:**

- In collaboration with staff, Board of Directors, Mayor, and Council, execute strategic plans and special projects.
- Work closely with Advisory Committees, community groups, Indigenous groups, and the public to continue relevant exhibits, enhance visitor experience, and evolve programming to reflect modern culture and museum excellence where necessary.
- Provide oversight for the selection, schedule, and curation of exhibitions, including design, construction, and installation of permanent and temporary exhibitions.
- Prepare and analyze complex financial reports and maintain efficient and effective financial systems and procedures.
- Continue fostering a collaborative work environment that thrives on creativity and dedication to history and art.
- Hire, direct, evaluate, discipline, and motivate staff and volunteers, adopting a coaching style supportive of growth development.
- Manage fundraising efforts, write grant proposals, and develop relationships with funders, donors, sponsors, and other applicable sources of financial support to diversify and contribute to The Muse's future success.
- Oversee the physical building as related to security, maintenance, cleaning, operation, repair of building and machinery, and related contracts.
- Support reception, front desk, admissions, and gift shop operations.

## **SELECTION CRITERIA:**

- Degree in history, museum studies, fine arts, cultural management, or related field.
- 5 years + progressive leadership experience gained in a museum and/or art centre environment.
- Knowledge of the theory and practice of museum work including research, gallery exhibition development, artifact conservation, fundraising, collections management and interpretation.
- Experience managing and reporting on budgets and financial results.
- Supportive leader with the ability to establish and maintain effective working relationships with employees, the community, Indigenous groups, city officials and board members.
- Demonstrated success in applying for government funding and and/or corporate grants.
- Excellent administrative, organizational, project management and prioritization skills.
- Well-developed interpersonal, communication, influence, and decision-making abilities.
- Adaptive capacity with effective and creative problem-solving talents.
- Professional with a high degree of integrity and tact, and appreciation for confidentiality and discretion.
- Genuine interest and demonstrated skills in working with the public, with a strong commitment to public service.
- Experience and knowledge working with, on and/or reporting to a board is an asset.

***To apply to this opportunity, please send a resume and cover letter quoting project 23116 to [jen@harrisleadership.com](mailto:jen@harrisleadership.com)***