



THE JAMES MUSEUM OF WESTERN & WILDLIFE ART

EXECUTIVE DIRECTOR (CHIEF OPERATING OFFICER) POSITION THE JAMES MUSEUM OF WESTERN AND WILDLIFE ART SAINT PETERSBURG, FLORIDA

MUSEUM DESCRIPTION:

The James Museum of Western & Wildlife Art (The Museum) is a newly organized Museum of Art currently under construction with projected completion in late 2017. Scheduled for opening in late 2017 or early 2018, the 84,000 SF facility will house the significant collection of Western and Wildlife art collected by Tom and Mary James over the past 35 years. The facility will include 30,000 SF of gallery space, a 120-seat auditorium, a 6,000 SF special events rental space, a double height lobby with water feature, store, café, education classrooms, over 200 covered parking spaces, on-site collection storage, administration offices, and back of house service facilities. Planned programming includes special exhibitions in a variety of genres, artist talks and demonstrations, art classes, docent tours, and children's activities.

POSITION & REPORTING RESPONSIBILITY:

The successful candidate for Executive Director of The Museum will be the Chief Operating Officer (COO) of The Museum and report to the Board Chairman and the Museum Board. The COO will supervise the Museum's staff.

The COO will direct all Museum operations, including Museum daily operations, visiting exhibitions, marketing, finance, food and beverage, facilities, education, management, development, security, human relations, collection maintenance (curatorial), volunteer recruiting and community relations. The departmental heads will all report to the COO. It shall be the COO's responsibility to direct economically efficient and effective operations as well as participate directly in obtaining donations and sponsorships for exhibitions in conjunction with Museum staff.

The COO will report to the Museum Chairman, who will direct the board and Museum strategy. The COO will consult with the Board Chairman and Executive Committee on senior staff hires and senior officers' compensation and benefit plans.

SPECIFIC KEY EXECUTIVE DIRECTOR (COO) RESPONSIBILITIES:

The following list is illustrative and is not intended to describe every function that may be performed by the COO. The omission of specific statements does not preclude the Board of Trustees from assigning additional duties not listed if such duties are a logical assignment to the position. The COO will:

1. Attend board meetings as COO and Executive Director of the Museum.
2. Prepare annual and quarterly meeting reports for the Board with the assistance of the CFO and an outside auditing firm.
3. Cultivate relationships with major stakeholders for the purposes of fundraising (including major gifts) for special projects, operations and development of the Museum collection.
4. Plan, coordinate, and direct the operation of The James Museum which includes carrying out the policies and programs as determined by the Museum's Board of Trustees; oversee Museum operations including the collection, exhibits, maintenance and educational outreach; consult and advise (with curatorial assistance) on objects of art brought to the Museum for analysis and possible Museum acquisition

5. Be familiar with traditional, print, social, and other forms of media to bring visitors to the museum and to foster museum growth.
6. Collaborate with community partners to enhance the arts in the Saint Petersburg community (including, but not limited to, the Salvador Dali Museum, the MFA Saint Petersburg, the Tampa Art Museum, and the Ringling Art Museum in Sarasota); develop relationships with community organizations and staff to further the Museum's vision.
7. Oversee the Museum's operating budget including planning, preparing, monitoring and administration thereof, as well as recommend opportunities to grow and develop new revenue streams for the Museum or to reduce expenses in conjunction with the CFO AND Board Finance Committee Chairman.
8. Perform a variety of public relations activities; coordinate communication, both internally and externally, concerning all aspects of the Museum, work closely with support groups, consult with City Administration and other governmental and non-governmental agencies as applicable, encourage and solicit potential donors, and communicate with others in the community to increase local residents' appreciation of the arts, often by giving lectures to various community groups.
9. Demonstrate effective staff development and organizational skills in areas such as hiring, coaching, collaboration, performance evaluation and goal setting. The COO empowers Museum staff to think, act and plan in a collaborative manner.
10. Ensure the administration and operations of the Museum are in compliance with city policies, city ordinances, as well as local, state and federal regulations.
11. Serve as principal advisor to the Museum's Board of Trustees regarding Museum issues and projects.
12. Assist in the selection, evaluation and orientation of new Board members.
13. Act as the Museum's representative to the South Core Condominium Association (an organization established to oversee the shared ownership of the site, parking structure and the building housing the Museum consisting of James RE (the subsidiary responsible for the commercial leased space in the building), the City of Saint Petersburg, and Kucera Properties).
14. Participate on the Museum Owners Committee, the project management, design and construction team (the Project Team) relative to providing guidance to issues identified by the Project Team requiring input from the Museum.

QUALIFICATIONS:

1. An extensive knowledge of art and art history is required, including knowledge of or experience in western, Native American and wildlife art. A Bachelor's degree from an accredited college or university is required, with art, art history, or museum administration focus preferred. A Master's degree is also preferred.
2. General management experience and knowledge is required. Some museum managerial experience is preferred.
3. Experience in fundraising is also relevant.
4. A general understanding of public relations, marketing, advertising, personnel management, and financial reporting is essential.
5. The applicant must possess leadership, communication (both verbal and written), interpersonal, teamwork and analytical skills.

6. Specific knowledge of art techniques, exhibition design and installation, art conservation as well as other specific museum activities would be very helpful.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, and three professional references to:
emily.kapes@raymondjames.com

The cover letter and resume should address: management experience, comparable work experience and past successes, leadership experience and qualifications, experience with or an appreciation for western and wildlife art, and a statement to convey an interest in becoming a member of the St. Petersburg, Florida community.

PLEASE, NO PHONE CALLS