

Executive Director Job Description

The Printing Museum seeks an Executive Director to provide dynamic leadership and to direct policymaking, planning, organization, staffing, and operations. The Executive Director will work closely with the Board of Directors to refine, develop, and implement a progressive program for the Museum's fundraising, exhibitions, collections management, educational activities, and community outreach.

Summary of Responsibilities:

- Works in conjunction with the Board to develop the strategic direction and establish initiatives to fulfill the mission of the Museum and increase local, statewide, national and international awareness and prominence.
- Directs the museum's operations, to include development, education and public programming, finance, external communications, and staffing.
- Manages and leads the full-time staff of three, part-time staff, volunteers, and consultants.
- Leads and participates in all fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors. Works closely with and supervises the Director of Development.
- Serves as spokesperson and chief advocate for the Museum. Establishes strong partnerships in the community. Enhances the Museum's public image to expand interest and support.
- Directs the overall development of public relations and marketing initiatives. Develops an effective communications plan to raise the profile of the museum.
- Manages, secures and maintains the property and facilities of the Museum, as well as the collections held in public trust.

Required Qualifications:

- Minimum education requires a Bachelor's degree. Advanced degree preferred.
- Ten years of experience in a museum, nonprofit organization, or business. At least five years at a senior managerial level preferred.
- Ability to provide strong leadership, vision and strategic direction. Experience developing and implementing strategic plans.
- Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations, as well as a history of involvement in relevant professional organizations.
- Strong record of success in fundraising and audience development.
- Demonstrated excellence in writing and public speaking.
- Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
- Competence in managing museum operations, including personnel matters. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies.
- Evidence of success in developing, managing, and growing an annual operating budget. Strong business management skills.
- Excellent planning, time management, and decision-making skills. Working knowledge of spreadsheet, database, email, calendar/scheduling, and word processing software.
- Willingness to work a variable schedule, including weekends and evenings when needed.

Salary is commensurate with experience. Competitive benefits package. The Printing Museum is an equal opportunity employer.

ABOUT THE PRINTING MUSEUM

The Printing Museum was founded as the Museum of Printing History in 1979 by four Houston printers with passions for preserving their vast collections and sharing them with the community. With the changing nature of printing in the 21st century, the Museum's mission *to promote, preserve, and share the knowledge of printed communication and art as the greatest contributors to the development of the civilized world and the continuing advancement of freedom and literacy* is more relevant today than ever before.

The Printing Museum actively collects objects that enable the museum to display and interpret the cultural significance of the history, technology, and art of printing. The Museum's permanent collection is comprised of approximately 7000 items. Collection items include fine art prints, bound volumes, miniature books, newspapers and periodicals, historical maps, posters, book and bible leaves, as well as an extensive collection of printing machinery, wood and metal type, and various historic office machines. The Museum also maintains a reference library of approximately 1800 volumes.

Through the exhibition of its permanent collection, the Printing Museum narrates the story of written communication and the ways in which the technologies of printing have transformed our lives. Our galleries trace significant developments from the Chinese invention of movable type, to a replica of Johann Gutenberg's printing press, to a 19th century Cranston newspaper press and a working Linotype machine. Artifacts in the collection reflect the beginning of printing in Europe and illustrate printing of the Renaissance, through the 21st century. A visitor will find the Dharani Scroll, an 8th-century Japanese text which is commonly considered the first example of printing words onto paper; a page from William Caxton, the first printer of the English language; Old Master woodcuts and engravings; newspapers and pamphlets printed by Benjamin Franklin, and various other treasures.

Each year, the Printing Museum presents an active and vibrant program of rotating exhibitions, educational tours, and workshops. Rotating exhibitions highlight the historical and contemporary aspects of printing and printmaking. Guided tours introduce visitors to the permanent collection and include hands-on printing on period presses. To further promote the history and significance of printing, the Printing Museum offers a year round schedule of workshops in letterpress printing, lithography, bookbinding, papermaking, silkscreen, and various arts of the book. Offering free admission since 2006, the Museum had over 10,000 onsite visitors last year.

HOW TO APPLY:

Please email, in PDF format, your cover letter, resume, and contact information for three professional references to: EDsearch@printingmuseum.org

AND send a hard copy to:
The Printing Museum
Attn: ED Search Committee
1324 W. Clay St.
Houston, TX 77019

Please, no telephone inquiries.

Applications will be accepted until June 30th, 2014 or until the position is filled.