



Director of Museum Planning & Operations – Position Description

Position Overview

The Director of Museum Planning and Operations is responsible for the overarching development, management, and implementation of the museum's capital program, building operations, and business initiatives. In close collaboration with the CEO, museum staff, and capital partners, the Director will take a leadership role in coordinating construction, building upfit, occupancy and staff move-in, facilities, security, emergency preparedness, IT, café, and store.

As a member of the senior administrative staff, the Director reports to the Museum's CEO and contributes to institution-wide vision, planning and policy, as well as the cultivation and stewardship of donors and fundraising.

The successful candidate is a gifted leader, skilled communicator – both in writing and spoken word – an outstanding facilitator. They are an able administrator adept at consensus-building and a strong advocate for the Museum. He/she has excellent project management skills, organizational acumen, and planning experience.

Responsibilities and Duties

Develops, directs, and monitors short and long-range program plans involving all aspects of capital programs, building operations, and business initiatives. Makes major departmental policy decisions including matters of budget, staffing, and organization.

- In close collaboration with the CEO, serves as the museum's representative for construction coordination (building and landscape) and is responsible for ensuring the successful integration of construction activities and end-results, with the museum's interpretive program, visitor services, and building operations.
- Oversees and guides the planning, development, and implementation of the museum's "Day 1" planning efforts to complete construction, manage up-fit and equipping, coordinate beneficial occupancy, and establish day-to-day operations. Manages the overarching scope, schedule, budget, resource requirements, and quality standards.
- Develops and implements tactical planning and operational policy, protocols and procedures for the following functional units/needs: facilities and security, emergency preparedness, IT (business and exhibition AV), capital projects, and retail programs (café and store).
- In collaboration with City partners, effectively develops and manages the project's capital budget and construction schedule. Works collaboratively to establish and implement strategies that ensure responsible funds management, resolves shortfalls, and addresses/identifies long-range financial strategic needs.
- Tracks time lines, milestones, and key deliverables. Identifies potential and/or real risks, pinch-points, bottle necks that are/could adversely impact the successful completion and opening of the IAAM. Develops and recommends strategies to mitigate/minimize risks to the overall schedule and budget.

- Responsible for hiring and supervising of staff and carries out the full range of workforce planning and supervisory duties including: developing long-range staffing plans; preparing position descriptions and performance plans; issuing assignments; setting/adjusting priorities; performance evaluation/appraisals; interviewing/selecting new hires; and proposing/implementing disciplinary actions.
- Serves as the department's lead Contracting Officer. Advises, reviews, and/or approves all aspects of procurement and contract administration for high-dollar, complex contracts including, but not limited to: developing statements of work; coordinating RFP/RFQ solicitation process; chairing proposal evaluation and selection committees; and monitoring contractor performance including certifying deliverables, approving payment, and coordinating contract modifications as necessary.

Essential Qualifications

- Experience leading complex, multi-year, capital projects, ideally in a museum or cultural institution setting.
- Highly developed project planning and management skills, including tools and methods for developing/tracking scopes, schedules, budgets, and risk management.
- In-depth knowledge of museum operations including facilities, information technology, security, emergency preparedness, occupational health, and retail (store, café).
- Demonstrated ability to apply contracting policies, protocols, and procedures to administer a variety of complex contracts.
- Knowledge of architectural, engineering, and construction principles, techniques, and processes.
- Demonstrated track record working as a strategic partner with proven ability to work effectively with multiple stakeholders across museum departments, local municipalities, cultural institutions, and commercial entities at the national and international level.
- 5 – 7 years of senior-level management and leadership responsibly with a track record of success in managing people, operations, policy, and budgets.
- Bachelor's degree

Preferred Qualifications

- PMP (Project Management Professional) certification or equivalent
- MA in Arts Administration, Construction Administration

Recruitment and Application Process

- Term: Full-time, permanent position (40 hours/week)
- Start Date: As soon as possible
- Benefits: Medical, dental, vision, 403B retirement contribution, paid vacation and sick leave
- Salary: Commensurate with experience
- Parking: Provided
- Travel: Required, both domestic and international
- Application Closing Date: Open until filled

To Apply: Please send the following documents to resumes@iaamuseum.org: letter of interest, CV/resume, and three references. Please attach these documents to an e-mail message with this subject line: Director of Museum Planning. We seek to fill this position as soon as possible.

The International African American Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workforce and does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

About the International African American Museum

Located on one of the most sacred sites of African American history, the International African American Museum (IAAM) in Charleston, SC will be a museum, memorial, and site of conscience that commemorates the foundational role that Africans and their descendants played in the making of America. Scheduled to open in 2021, it will be one of the most important historical and cultural institutions in the country – presenting critical history and programming that will have meaningful social impact.