

# SML | SOPHIE MACPHERSON LTD

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## **Sample Museum Director/CEO Job Description**

### **Key Responsibilities:**

#### **1. Strategic Leadership & Institutional Vision**

- Develop, articulate, and implement a dynamic and forward-thinking vision that reflects the museum's mission, values, and community role.
- Lead the strategic planning process in collaboration with the Board and senior leadership team, ensuring alignment across exhibitions, collections, programs, and operations.
- Position the museum as a leading cultural institution at regional, national, and international levels.
- Respond proactively to trends in museum practice, visitor engagement, education, and cultural relevance.

#### **2. Programmatic and Curatorial Oversight**

- Provide overall leadership and guidance to curatorial, educational, and public programming teams to ensure academic and artistic excellence.
- Support the development and presentation of compelling exhibitions that balance scholarly integrity with broad public appeal.
- Champion innovative interpretive approaches that foster deeper audience engagement and accessibility.
- Ensure alignment between programming and community needs, educational priorities, and DEAI (Diversity, Equity, Accessibility, Inclusion) goals.

#### **3. Collections Stewardship**

- Ensure the responsible care, conservation, documentation, and interpretation of the museum's permanent collection.
- Support the acquisition and deaccessioning process in accordance with institutional policies and professional ethics.
- Encourage research and scholarship that deepens understanding of the collection and expands access for scholars, students, and the public.

#### **4. Fundraising & Resource Development**

- Serve as the primary fundraiser and relationship-builder with major donors, foundations, corporate sponsors, and governmental entities.
- Lead and inspire a robust development strategy encompassing annual giving, membership, planned giving, grants, and major capital campaigns.
- Cultivate a strong philanthropic culture internally and externally, engaging the board and staff in fundraising efforts.
- Expand revenue-generating initiatives while ensuring alignment with the mission.

## **5. Financial and Operational Management**

- Oversee the financial integrity of the institution through effective budgeting, financial reporting, and risk management.
- Ensure operational excellence across facilities, technology, security, and visitor services.
- Evaluate and implement operational efficiencies while maintaining high standards for the visitor experience.
- Supervise the effective use of museum assets, including endowment resources, earned income, and real estate.

## **6. Governance and Board Relations**

- Serve as a trusted advisor and partner to the Board of Trustees, facilitating clear communication, strategic alignment, and strong governance practices.
- Work with the board to cultivate new members and ensure effective committee function and board development.
- Provide accurate and timely reporting to support decision-making and long-term planning.

## **7. Staff Leadership & Organizational Culture**

- Lead, mentor, and manage a professional, interdisciplinary team committed to excellence and service.
- Foster an inclusive, respectful, and collaborative workplace culture where all staff are supported and valued.
- Develop and implement policies and professional development practices that promote staff growth and well-being.
- Ensure compliance with HR, legal, and ethical standards.

## **8. Community Engagement & Public Advocacy**

- Represent the museum to local, regional, and national audiences as a passionate and articulate advocate.
- Cultivate relationships with civic leaders, peer institutions, educators, community groups, and the general public.
- Strengthen the museum's visibility, relevance, and reputation through strategic communication and outreach.
- Prioritize the museum's role as a community anchor and cultural convener, ensuring broad and equitable access to its offerings.

## **9. Equity, Inclusion, and Accessibility**

- Champion DEAI as a core institutional priority across programming, staffing, governance, and operations.
- Lead efforts to broaden audience demographics and remove barriers to participation.
- Promote cultural competency throughout the organization and in all external partnerships.

### **Qualifications:**

- Advanced degree required in Art History, Museum Studies, Arts Administration, Nonprofit Management, Business Administration, or a related field. A Ph.D. or other terminal degree is preferred.
- Minimum of 10 years of progressively responsible senior leadership experience in a museum or comparable cultural, academic, or nonprofit institution.
- Demonstrated track record of successful strategic planning, fundraising, and financial management, including oversight of complex budgets and capital campaigns.
- Experience working closely with a Board of Trustees or governing body, with the ability to foster strong and transparent governance relationships.
- Strong knowledge of museum best practices, including collections care, exhibition development, curatorial standards, and interpretive methodologies.
- Proven ability to lead and inspire diverse, interdisciplinary teams, promote staff development, and build an inclusive and collaborative workplace culture.
- Exceptional communication, public speaking, and advocacy skills, with the ability to serve as a persuasive and inspiring institutional ambassador.
- Demonstrated commitment to diversity, equity, accessibility, and inclusion (DEAI) in all aspects of museum operations and public engagement.
- Deep understanding of the museum's role in community life, education, and cultural discourse, with the vision to expand audience access and relevance.

- Strong network and/or experience working with donors, foundations, public agencies, and peer institutions at the regional and national levels.