



**POSITION:** Director  
**FULL-TIME EXEMPT**  
**REPORTS TO:** Board of Trustees  
**COMPENSATION:** \$110,000 - \$130,000 DOE

## OVERVIEW

Opportunity to direct a dynamic accredited art museum in Central California. Museum of Contemporary Arts Santa Barbara (MCASB) was founded as the Contemporary Arts Forum (CAF) in 1976 by a collaborative of artists and art enthusiasts. While the museum continues to honor its grassroots origins, it has since established itself as a premier non-collecting contemporary arts institution dedicated to exhibiting some of the most innovative and thought-provoking artists of our time, as well as providing a welcoming environment for community members to become educated and inspired by a wide variety of mediums.

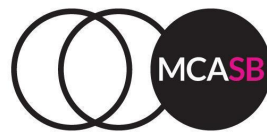
The Director is responsible to the Board of Directors for management of the entire nonprofit organization including fundraising/development, donor relations, human resources, strategic planning, programs and community outreach, finance, and communications. The Director represents the organization to government agencies, the community, and the public. The Director has full responsibility for the day-to-day operations of the Museum, including supervision and control of all administrative personnel and programs, and is granted authority by the Board of Trustees to act on behalf of the organization. The Director oversees the Museum budget and is responsible for supporting the existing donor base as well as providing fresh, creative strategies for developing new sources of revenue and strategic partnerships (including driving engagement with new audiences). The Director will also work to maintain a positive and collaborative institutional culture that reflects the diverse and dynamic nature of the community we serve. This leadership role requires management of a small team of full-time staff members, as well as contractors engaged to meet seasonal exhibition and project needs.

The Director will work hand-in-hand with the Chief Curator, who is responsible for providing curatorial leadership and management, including the planning, design, and display of art exhibitions; research; writing; monitoring the departmental budget; and presentation in fulfillment of the Museum's mission.

All candidates should have exceptional leadership, revenue-enhancement, and relationship management experience. Concrete demonstrable experience and other qualifications include:

## REQUIREMENTS

- Degree in nonprofit administration, arts administration, art history, or business administration.
- Ten years of experience in a museum, nonprofit organization, or business. At least five years at a senior managerial level preferred. 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.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives around a clear mission and vision.
- Ability to oversee and manage a budget, as well as make strategic recommendations to optimize available resources and support the Museum's near and long-term goals.
- Fundraising experience, including individual and corporate gifts, grants, and events. Experience managing membership programs preferred.



- Sound knowledge of Contemporary Art and Art History.
- Unwavering commitment to quality programs, data-driven program evaluation, and decision making.
- Excellent organizational and administrative skills, attention to detail, and ability to multitask.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Proven ability to work cooperatively, diplomatically, and effectively with Board Members, 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.
- Ability to collaborate effectively with community and city partners to promote the museum and the arts in Santa Barbara and beyond.
- Ability to address fast-changing priorities and meet deadlines.
- Excellent planning, time management, and decision-making skills. Proficiency with spreadsheet, database, email, calendar/scheduling, and word processing software including MAC OS X, Google Suite, Word, and Excel.
- Ability to work flexible hours including evenings and weekends as required.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Commitment to the Mission and Vision of the Museum.

## **ESSENTIAL FUNCTIONS**

### **Business Planning**

- Lead a dynamic and active team to maximize the access to and impact of the full scope of Museum exhibitions. Plans and executes strategies to increase the Museum's role in the state and region. Works with the Communications Department to plan and implement marketing strategies for the Museum's curatorial and exhibitions programs.
- Participate in Museum-wide strategic planning.

### **Financial**

- Oversee the preparation of the Museum's budget.

### **Leadership & Management**

- Play a driving role in implementing the institutional strategic plan.
- Represent the Museum in the broader community and acts as public spokesperson for the institution when appropriate. Manages key partnerships within the community.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Actively engage and energize MCASB volunteers, Board Members, event committees, alumni, partnering organizations, and funders.

- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee.
- Promote collaborative projects internally and with partner organizations.
- Manage, secure, and maintain the property and facilities of the Museum.

### **Development & Communications**

- Lead and participate in all fundraising and development activities, including grant writing, and developing relationships with foundations, corporations, and individual donors.
- Work with the Development Manager to expand local revenue generating and fundraising activities to support exhibitions and existing programs.
- Work with the Communications Manager and consultants to deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Represent the organization by attending events and meetings.

### **Expertise**

- Maintain a high level of expertise in museum operations, including a thorough understanding of the current professional, ethical, and legal issues.
- Continue to develop a strong understanding of contemporary art and culture.

### **Community Engagement**

- Make an effort to engage a diverse audience, beyond the Museum's traditional audiences, through programming, and by creating a welcoming, safe environment for all.
- Serve as spokesperson and chief advocate for the Museum. Establish strong partnerships in the community. Enhance the Museum's public image to expand interest and support.

### **Human Resources**

- Has authority to hire, compensate, and terminate the Museum staff, within the approved budget of the Museum, and to establish the job descriptions, duties, and responsibilities of all staff, in accordance with such policies as may be established by the Board.
- Retain legal counsel, public relations counsel, and other consultants for the Museum.



## **About Museum of Contemporary Art Santa Barbara**

Museum of Contemporary Art Santa Barbara (MCASB) seeks to enrich lives and inspire critical thinking through meaningful engagement with the art and ideas of our time. MCASB provides Santa Barbara and the Central Coast with exhibitions and programming that encourage discovery, cultivate new perspectives, and challenge the way we see and experience the world, ourselves, and each other. MCASB is the premier venue for contemporary art between Los Angeles and the Bay Area.

MCASB is committed to providing superior quality and unparalleled customer service in all aspects of our work. We believe each employee contributes to the success and growth of our organization. MCASB is proud of the professional qualifications of the members of its staff. The ambitious goals and many accomplishments of MCASB are due to a large extent to the commitments, talents, devotion to high standards and effective work of its staff. MCASB takes great pride in its cooperative culture and embraces it as one of our fundamental strengths. MCASB constantly seeks to maintain an atmosphere of open dialogue that promotes interaction and the exchange of ideas among employees. Effective teamwork is one of MCASB's core values. In addition, MCASB embraces individual thinking and creativity.

*MCASB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. MCASB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

## **APPLICATION INSTRUCTIONS**

To apply please submit a CV and cover letter by email to: [apply@mcasantabarbara.org](mailto:apply@mcasantabarbara.org).