

## Chief Operating Officer

Reports to: President & CEO

Status: Full-Time, Exempt

Hours: M-F, 9-5p (Flexible as needed in order to meet deadlines or attend meetings or special events.)

Supervises: Senior staff

### **Job Summary:**

At the direction of the CEO, collaboratively lead and coordinate daily operations of the museum from a systems perspective. Manage and implement operational goals in support of the Museum's strategic plan; report to CEO on status and outcomes. Supervise senior staff.

### **Essential Responsibilities:**

- Manage daily operations of the museum as directed by the CEO.
- Communicate the CEO's vision and directions to senior staff; advise the CEO on operational topics and progress reports.
- Assist the senior staff in executing projects and implementing operational systems in concert with the Museum's strategic plan.
- Collaborate with senior staff to report and analyze performance data and outcome metrics.
- Supervise the senior staff.
- Facilitate operational goal achievement through collaborative assignment of human, capital or facility resources and consideration of programmatic organization.
- Coordinate implementation of new cross-departmental processes and systems, ranging from technology to programs.
- Maintain the operational calendar for exhibitions, projects and programs.
- Represent the CEO at internal and external meetings.
- Support philanthropic relationships and communications.
- Perform other related duties as assigned.

### **Job Qualifications:**

- Bachelor's degree required; Master's degree preferred.
- 10 years professional experience with a demonstrated understanding of organizational leadership, servant leadership, general management, planning and policy; museum, cultural, or education experience preferred.
- Track record of project implementation, budget management, supervision, and data-driven decision making.
- Passion for the Museum's mission and an interest in and excitement for the Museum's disciplines of art, science, history and achievement.
- Outstanding interpersonal skills.
- Excellent written & oral communication skills.

**Essential functions (ADA):**

- Ability to work full-time schedule which may include evenings, weekends and some holidays.
- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Requires the ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_