



Hockaday Museum of Art: Executive Director Posting

Mission Statement: “To enrich the cultural life of our community and region, and preserve the artistic legacy of Montana and Glacier National Park”

The Hockaday Museum of Art is seeking to fill the **Executive Director** position. Having just celebrated its 50th year, the Hockaday Museum of Art (HMA) is recognized as one of the premier regional art museums in the Pacific Northwest. Located in Kalispell, Montana, in a 1904 Carnegie Library building, the HMA welcomes more than 20,000 visitors and interacts with 5,000 students annually through its education programs and exhibitions. With a curatorial emphasis on the art and culture of nearby Glacier National Park and Montana in general, its extensive collection includes various art mediums, artifacts and archival items.

Exhibitions highlight contemporary artists of Montana and the West, as well as regional and national touring shows. For the last 49 years, HMA has hosted an annual Arts in the Park festival, with 100 artists and over 6,000 visitors each year. It also puts on an annual juried plein air paint out week in Glacier National Park followed by a party and sale event at the Museum. This is a favorite with local and national artists alike.

In 2015, HMA launched A Timeless Legacy: Women Artists of Glacier National Park event and exhibition to national recognition and praise. It included a documentary film highlighting many historical women artists who painted Glacier in the early days of the Park along with four contemporary women artists who followed their example. The film was picked up by Montana PBS and continues to be broadcasted on a regular basis. A Timeless Legacy continues annually and last year included a special version celebrating the world’s first peace park, Waterton-Glacier International Peace Park. Twenty-three U.S. and Canadian artists contributed paintings featuring Waterton Lakes National Park, Alberta, Canada and Glacier National Park. Sales from this fundraising event reached an all-time museum record.

Kalispell is the third fastest growing ‘micropolitan’ area in the United States for the second year in a row (US Census Bureau) and is in the top 5% of U.S. communities for healthcare job growth. The surrounding area is a mecca for outdoor recreation, with major area features including Glacier National Park, Whitefish Mountain Resort, Blacktail Mountain Ski Area, and Flathead Lake, the largest natural freshwater lake in the west. The Flathead Valley has been named by Golf Digest as a top 50 golf destination community.

HMA’s Board of Directors is conducting an Executive Director search for an individual with 5+ years’ experience in museum or nonprofit management. Financial management, fundraising, strategic planning, innovation and a love art and nature are necessary. The successful candidate should have interpersonal skills to manage a 6-person staff and numerous volunteers, and positively relate to the Board, HMA members, artists, volunteers and the community.



Executive Director Responsibilities

The Executive Director is responsible for implementing the Mission Statement and providing team leadership. In conjunction with the Board of Directors, the Executive Director will support and implement the Board of Directors' vision and goals and work with them to update and carry out the organization's strategic plan in order to ensure the long-term viability and vibrancy of the Hockaday. The Executive Director has the responsibility to plan, organize, staff, and direct all the Museum's activities.

Museum Operations

- Provides leadership and supervision of the daily operations of the Museum
- Carries out policies and other duties as directed by the Board of Directors
- Develops and implements events that excite/educate our membership and the public; Maximize inter-active and experience programs
- Ensures the protection and preservation of Museum property, including facility/buildings, archives, records, fixtures, and all art owned or cared for by the Museum
- Ensures all programs, exhibitions, and activities of the Hockaday are consistent with the Museum's mission and branding identity
- Develops and implements plans resulting in the Hockaday attaining accreditation by the American Alliance of Museums
- Manages and maintains the facilities as resources allow

Curatorial

- Works with Curator to maintain a vibrant Exhibition Committee to formulate an exhibition plan at least one year into the future involving local, regional and national artists and exhibitions
- Oversees the acquisition, preservation, research, interpretation, presentation, and exhibition of the Permanent Collection, working with Curator and Collections Committee

Finance

- Manages the Museums finances including budgeting, accounting, purchasing, and banking; Monitors revenues and expenses; Works with Bookkeeper to finalize month-end reports; Reviews financial data monthly with the Board Treasurer
- In conjunction with the Treasurer and Board Chairperson, develops the annual budget for approval by the Board of Directors; Implements short and long term plans for budget attainment
- Works with the appropriate staff and departments within the Museum to achieve revenue goals and maintain expenses
- Reviews with the Executive Committee all human resources requirements and concerns

Development and Fundraising

- In conjunction with the Board Development Committee, establishes goals and implements plans for fundraising and revenue generation
- Works with Board members to cultivate major donors, corporate contributors, patrons and general membership for continued financial support of the Museum
- Works with Communications & Events Coordinator on existing and new events; Builds on our success with A Timeless Legacy, Arts in the Park and Plein Air; Expands our member artist and local student's art exhibits;
- Ensures the donor database is maintained
- Works with Curator and other staff to identify grant funding opportunities on a quarterly basis. Establishes relationships with funders, writes or approves grant applications, oversees all functions of successful grant funding efforts
- Works with Visitor Services Manager to grow both individual and business museum memberships

Public Relations and Community Relations

- Works with Communications & Events Coordinator to clearly communicate the Museum's vision and message through local, regional and national media
- Serves as the public face of the Museum by attending public functions and sharing the Museum's message in appropriate venues

Qualifications:

- Bachelor's degree in the Arts, Business Management, or related field, and 5+ years museum or similar non-profit management experience; Master's degree preferred
- Thorough understanding of museum practices and standards
- Demonstrated leadership and communication skills
- Financial management experience, preferably with a non-profit organization
- Collaborative management style; personnel supervision experience
- Ability to work independently and as a community leader

Compensation is competitive and will be commensurate with qualifications and experience, with an annual salary range of \$45,000 - \$55,000. A bonus and benefits package is included.

To be considered for the position, please email a cover letter, resume, salary expectation, and two letters of recommendation/references to Joe Unterreiner, Search Committee Chairman at hr@hockadaymuseum.org. **Application deadline is August 9, 2019.**

All discussions and material will be considered confidential. Hockaday Museum of Art is an equal opportunity employer. www.hockadaymuseum.org.