

Class Concept

Employees in this class usually report to the Director of the Division of N.C. History Museums. Employees direct a staff of specialized and technical professionals engaged in promoting the understanding of North Carolina History through collection, preservation, exhibition, and educational activities at a regional branch of the North Carolina History Museums. The administrator is responsible for general administration, day to-day operations, planning, developing, marketing, and directing all aspects of the museum group's institutions. The employee provides overall direction and guidance for the focus and development of museum resources in realization of the division and individual museum missions. The employee leads the development of long-range and annual planning, program development, fundraising, initiatives, and maintains on-going financial accountability and a strong presence for the institutions in the community, region, state, and national museum field. The employee develops strategies for increasing sponsorships, memberships, volunteers, and for marketing the museum to foundations and corporations. Employee establishes social presence to promote awareness of the museums, and monitors the overall image of the museum in local, regional, and state communities. Employee sets standards and best practices, ensuring that established national and international museum standards and best practices are followed and adhered to.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to provide strong leadership and management and can interact successfully with diverse groups and individuals.
- Ability to provide overall direction and guidance in program development, fundraising initiatives, financial accountability, budgeting, purchasing, accounting, capital campaigns, and facility operations.
- Ability to build and maintain strategic, effective working relationships and partnerships with public and private groups and individuals.
- Ability to direct and conduct strategic planning and analysis to accomplish long-range goals; ability to successfully convey museum mission and vision to staff, strategic partners, and non-profit support groups.
- Ability to effectively convey information to a wide variety audiences including museum donors, supporters, staff, and members of the N.C. General Assembly, the Governor's Office, and other governmental officials.

Minimum Education and Experience

Master's degree in History, Business Administration, Public Administration, Marketing, Management, Education, or a closely related field from an appropriately accredited institution and four years of progressively responsible experience in planning, directing, and managing all aspects of a business, governmental program, a museum, or a public historical program or institution; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.