

### Class Concept

Employee reports to the Deputy Secretary for Archives and History. Employee leads the development of mission, goals, and strategies for long-term and short-term direction of the museum. Matches the statutory functions of the division and its four institutions to best professional museum practices and to diverse public expectations. Oversees programmatic development and implementation, planning, policy making, fiscal and human resources, facility operations, organization, and promotion and marketing; and is responsible for all professional practices and standards, evaluation of the museum's accomplishments, and the pursuit of continual improvement. Employee serves as ex-officio board member of the Museum Council and works closely with all non-profit support groups for the museums. Employee builds public awareness of the mission, goals, programs, and needs of the division, and seeks to diversify funding sources to insure the continued viability, as well as further growth and development of the museums and their programs. Employee plays a key leadership role for the division and department, and serves as a bridge-builder across many constituents, including local citizenry, community, and the N.C. General Assembly.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Strong skills in leadership and management.
- Ability to 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 Business Administration, Public Administration, Marketing, Management, History, Education, or a related field from an appropriately accredited institution and six 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.