

**Deputy Director
Job Description**

Title: Deputy Director
Exempt status: Y N
Supervises: Staff
Reports to: Executive Director

Department: Senior Management
Position status: FT PT Temporary
Pay: Hourly Salary

With its 50th anniversary on the near horizon, Boulder Museum of Contemporary Art (BMoCA) is at an exciting time in its history. Over the past decade, the museum has reached new heights thanks to record-breaking attendance numbers, dramatic programmatic growth, and the critical support of its community. BMoCA is now bursting at the seams, and in 2017, the museum will launch a capital campaign to support an expansion of its facilities. With an expanded facility, BMoCA will be able to realize its mission to be a catalyst for creative experiences through the exploration of significant art of our time.

BMoCA is seeking a Deputy Director who will provide leadership for the museum's day-to-day operations and will occupy a critical leadership position within the Museum. Working closely with and reporting to the Museum's executive director and chief curator, the deputy director provides organizational leadership and oversees the overall administrative management of the museum, including implementation of strategic objectives and organizational initiatives. The deputy director works collaboratively with department leadership in curatorial, education, rentals and marketing to promote a highly functional, interactive, and dynamic museum team. The deputy director encourages and models interdepartmental communication and actively identifies and increases efficiencies within museum work-flow on a continual basis. The Deputy Director assists in the preparation of individual and Foundation proposals as needed. This position also motivates staff, provides and models effective project management skills, and represents the Museum to internal and external audiences and partners.

I. Essential Duties and Responsibilities

- Supervise all museum administrative areas to assure effectiveness and efficiencies in accordance with the museum's strategic plan and operations plan
- Serve as the primary liaison for the following departments Exhibition, Education, Marketing, Rental, Visitor Services and IT. Additionally represents the museum with city agencies.
- Supervise hiring and performance management activities for administrative museum staff
- Facilitate mentorship and professional development opportunities
- Establish and maintain cooperative and effective working relationships within the museum departments
- Establish and maintain productive communication and work flow with colleagues to realize the museum's goals and operations plan
- Convene weekly staff meetings, creates agenda and provide status updates.
- Track all employee and contractor paperwork included vacations and sick days. Maintain Health Insurance, Workers' Comp, Disability, and State Unemployment Insurance policies and claims
- Prepare and supervise annual audit
- In collaboration with the Executive Director handle communications and scheduling of meetings with Board of Directors.
- Assist with planning and production of fundraising and cultivation events.
- Assist with individual and Foundations fundraising appeals. Develop budgets as needed
- Lead person for BMoCA donor database
- Review and approves contracts for Teaching Artists, contractors and artists
- Perform additional duties as assigned
- Supervise Senior Director of Education; Advancement, Exhibitions and Operations Manager and Rentals Coordinator

II. Education and/or Experience:

- Bachelor's degree or the equivalent in education and experience; Master's degree preferred
- Five to seven years of progressive experience as a museum executive; experience in the arts, philanthropic, non-profit, or higher-education organization preferred

III. Qualifications:

- Working knowledge in museum management principles and practices; general administrative principles, practices, and methods; supervisory experience, including techniques of planning and delegating work
- Strong leadership, decision making, interpersonal, planning, and organizational skills; solid presentation, negotiation, problem solving, conflict resolution, and meeting management skills
- Comfortable and up-to-date on the use of technology
- Commitment to diversity and inclusion as key strategies toward broad-based institutional excellence, representing a range of perspectives, thought, and actions
- Proven record as a forward-thinking leader
- Demonstrated experience with budget development, analysis, and management
- Proven experience in marketing, communications, and digital initiatives
- Proven experience in audience development and engagement
- Demonstrated ability to plan and operate strategically, work effectively with a Board and Executive Director, and build internal and external support
- Proven ability to forge mutually respectful, trusting, and effective relationships with a diverse group of staff, Board members, community leaders, and decision makers
- Demonstrated success managing people and operations with a proven ability to attract, motivate, professionalize, mentor, and retain talented staff; a track record as a team builder who can delegate and empower while creating a positive and effective work environment
- Outstanding oral and written communication skills
- Strong negotiation and collaboration skills
- Pragmatic, grounded, decisive and disciplined; mentally flexible and creative as circumstances demand
- Ability to maintain balance and perspective, and a proactive "can do" attitude that can motivate others

Hours & compensation

The Deputy Director works full time for 40 hours per week and will be required to attend occasional off-site and on-site events in the evenings. Occasional travel may be required. The salary range for this position is based on experience. This position includes health benefits and paid vacations.

To Apply

Send a cover letter and resume to jobs@bmoca.org. No phone calls please.

Application deadline: October 27th, 2017

Start date: as soon as possible

Boulder Museum of Contemporary Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.