

**PRATT MUSEUM  
HOMER SOCIETY OF NATURAL HISTORY  
JOB DESCRIPTION**

**Job Title:** Museum Director

**Reports to:** Board of Directors

**General Function:** Provides visionary leadership for and management of a dynamic community-based museum of art, science and culture.

**Major Responsibilities:**

**1. DEVELOPMENT (50% time commitment)**

- A. Serves as chief museum spokesperson: Leads and coordinates museum outreach and serves as an ambassador to the community, partners, and stakeholders.
- B. Implements comprehensive development strategies and marketing plans.
- C. Develops and cultivate relationships with donors, funders and develop and nurture partnerships for the museum.
- D. Supports and lead fundraising activities.
- E. Represents the Pratt Museum through presentations and attendance at professional meetings; development of professional contacts; and participation in community boards or committees.

**2. ADMINISTRATION (30% time commitment)**

- A. Manages day-to-day operation of the Pratt Museum.
- B. Directs financial activities. Develop Museum's budget, monitor financial status, and report to the Board on all museum business affairs and financial conditions.
- C. Implements Board policy and propose policy revisions to the Board.
- D. Leads, supervises, and evaluates performance of museum staff; and recommends museum staffing requirements, job functions, and compensation for staff.
- E. Assists Board in meeting legal obligations of the museum.
- F. Participates on Board committees as needed.

**3. PROGRAM OVERSIGHT AND PLANNING (20% time commitment)**

- A. Oversees the integration of museum collections, exhibitions, and educational programs.
- B. Assists Board and staff in preserving and protecting collections, which are held in the public trust.
- C. Develops major program partnerships to ensure mutually beneficial relationships.
- D. Serves as liaison to Patrons of the Pratt Society, an independent support and advocacy group.
- E. Oversees periodic assessment and evaluation of museum programs, and work with Board and staff to apply data to the strategic planning process.
- F. Assists the Board to develop short and long-range planning processes.

**Requirements:**

Minimum three (3) years experience in museum or other nonprofit work at an administrative level or comparable background. Degree in a museum-related field is desirable.

**Skills / Abilities:**

Commitment to and enthusiasm for the Pratt Museum's mission and willingness to perpetuate the Museum's positive role in the local community and state.

Strong financial management skills, with experience in grant writing, budgeting, monitoring grant expenditures, and financial planning.

Visionary leadership skills and enthusiasm to lead the organization.

Time-management skills, ability to prioritize tasks, assist staff in prioritizing programs and tasks, delegate when necessary, and work within budget.

Ability to supervise and manage a highly-qualified and dedicated staff, and work with the Board and community leaders.

Managerial, organizational, long-range planning, human relations, and oral/written communication skills.

Sound knowledge of museum profession and basic legal aspects of museums and nonprofit operations.