



## ***EMPLOYMENT OPPORTUNITY***

Executive Director California African American Museum

**Final Filing date January 15, 2015**

The Executive Director of the California African American Museum (CAAM) provides the visionary leadership and executive management necessary to accomplish CAAM's mission, which is to research, collect, preserve, and interpret for public enrichment the history, art and culture of African Americans with an emphasis on California and the western United States. The California African American Museum is an agency of the State of California. The Executive Director is selected by and serves at the pleasure of the CAAM State Board.

The Museum is located in Exposition Park Los Angeles, California.

**Major Responsibilities:** S/he is responsible for programmatic, operational, financial and strategic planning and management; oversees all exhibitions and education programs, live performances and community engagement; manages capital enhancement projects and fundraising; and is responsible for all related promotion and marketing of CAAM; and directs relations with the public, governmental agencies, constituents, volunteers, members, funders and the State Board. The Executive Director also serves in other capacities and assignments as directed by the State Board of Directors of the California African American Museum. The Executive Director of CAAM also may serve as Executive Vice President of Friends, The Foundation of the California African American Museum.

**Primary Duties and Objectives:** include but are not limited to the following:

- Provide direction for and implements the Museum's strategic plan and programs
- Meet regularly with Department heads to coordinate their activities and formulate programs for the museum; oversees annual evaluation of employees
- Directs acquisitions and displays of historical materials, educational materials and art objects
- Directs the exhibition program, including periodic special exhibitions of major importance
- Oversees broad educational and instructional programs designed to interest and inform children and adults about African American history, art and culture
- Provides policy development guidance for Board of Directors of CAAM and for Friends, the Foundation of CAAM
- Serves as museum liaison with federal, state and local elected officials

- Coordinates fundraising programs, revenue producing activities, and capital campaigns
- Oversee other operations such as building and equipment maintenance, security, business services, museum library, and volunteer docent programs
- Develop plans to open a Gift Store, to increase museum visitors, and statewide membership
- Works collaboratively with other museums, galleries and agencies to increase CAAM's services
- Other duties as required

**Required Qualifications:**

- Demonstrated ability to maintain relationships and work effectively with multiple stakeholders
- Experience in effective management of employees, contractors, volunteers and interns
- Ability to analyze financial statements and to manage detail budgets
- Fund raising experience in arts and/or non-profit institutions

**Preferred Qualifications:**

Educational background and management level experience in arts and /or museum management and advanced degree in related field  
Experience in managing capital campaigns

**ALL APPLICATIONS MUST BE POSTMARKED BY 1-15-2015**

Salary to be determined upon review of candidate's background, experience, and current salary, with final approval by the Governor's office.

**FILING INSTRUCTIONS**

Applicants who meet the qualifications specified must submit a completed standard State application (STD. 678), a resume,. Link to standard State Application (STD. 678)  
[http://jobs.ca.gov/OEC/jobs/stateapp\\_adobe.aspx](http://jobs.ca.gov/OEC/jobs/stateapp_adobe.aspx)

**SEND APPLICATION TO:**

California Natural Resources Agency  
1416 9<sup>th</sup> Street  
Sacramento, CA 95814

**ATTENTION: Patrick Kemp**

Phone 916-653-9709 E-Mail Patrick.Kemp@Resources.ca.gov

California African American Museum is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and, sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.