

Executive Director
Cape Cod Museum of Art, Dennis, MA
www.ccmoa.org



Photo courtesy Cape Cod Young Professionals

The Cape Cod Museum of Art, (CCMoA) with a mission to educate, inspire and excite the imagination of all through its outstanding collection and diverse exhibitions and programs, seeks a dynamic, outgoing Executive Director with experience in financial management and fundraising and an enthusiasm for art to lead the organization into the future as it prepares for its 40th anniversary. The director will manage an enthusiastic and devoted staff of nine part-time and contractual employees and a dedicated group of 100+ volunteers and will manage an annual operating budget of \$500,000. CCMoA has approximately 1,400 members and an annual visitation of about 18,000.

The Museum, founded by area artists in 1981 to preserve the work of Cape Cod's finest artists and celebrate the distinctive artistic identity of the Cape, is a major hub of cultural creativity on the Cape. The Museum is situated in a beautiful campus-like setting that includes the Cape Cinema, a 1930s movie house that has been restored to its original glory, and the Cape Playhouse, which features seasonal live theater performances. CCMoA has seven galleries for its active exhibition program; the Weny Education Center and studio space; the Harry Holl Sculpture and Clay Studio; an auditorium, and a museum shop. The Yasuna Denny Sculpture Garden encourages visitors to explore the museum's grounds. CCMoA is part of the Cape Cod Museum Trail, a consortium of museums in the region that work together to coordinate and publicize their organizations and events.

Opportunities of the Position

- Direct a unique museum, the only one on Cape Cod to focus on artists from all across the Cape, as well as those who have been influenced by the Cape's landscape and people.
- Leverage the Museum's strong collection, active exhibit schedule, and variety of classes and educational programs for all ages to engage new audiences and supporters.
- Lead and inspire a small but dedicated professional staff, guest curators, contractual staffers, and a group of over 100 volunteers whose work is crucial to the success of the museum and its programs.
- Work with an enthusiastic Board that is active and engaged.
- Be a part of a community that supports the arts. The museum's location as part of a campus of other arts organizations, plus the many other arts organizations nearby, offer multiple opportunities for partnerships.
- Work collaboratively with other museums through the Cape Cod Museum Trail, a regional consortium of museums that share promotional opportunities and ideas.
- Work and live on beautiful Cape Cod, Massachusetts. Enjoy the hustle and bustle of the busy summer season and the tranquility of the Cape in winter.

Essential Job Functions

Lead the strategic operation and administration of the organization. Provide creative visioning and effective leadership for all Museum programs.

- Direct daily museum operations.
- Oversee development and implementation of annual operating budget, monitor budget, and effectively manage resources.
- Hire and supervise all paid and volunteer staff, ensuring that sound policies and procedures are in place and followed. Clearly define and manage the roles of staff, volunteers, and the Board to achieve CCMoA goals.
- Oversee development, implementation, and promotion of programs, exhibits, special events, other activities.
- Communicate effectively with the Board of Trustees and its chairperson. Attend all Board and Executive Committee meetings, and other committee meetings as needed. Keep the Board informed of all pertinent issues, and respond promptly and accurately to Board requests for information.
- With the Communications Director, develop a marketing plan for the Museum and its exhibits and programs. Assist with writing appropriate promotional and educational materials as needed.
- Serve as an ambassador and spokesperson for the Museum to important external constituencies, including members of the Cape Cod arts and business communities, potential supporters, and the media. Establish and build strong, cooperative relationships, promote visibility, and effectively communicate the vision, values and programs of CCMoA.
- Ensure that the Museum has a strong buildings and grounds management plan, including long-term and regular capital maintenance needs.

Strengthen existing and develop new sustainable funding sources for the Museum.

- Set specific annual targets for increasing the funding for operations and the endowment.
- Develop relationships with donors, including individuals, corporate entities, foundations, and government agencies. With the Board, identify and cultivate new potential donors.
- Seek out grants, sponsorships, and donations for general operations, special programming, and endowment.
- Advocate for the Museum with local, state, and federal governmental agencies and elected officials on issues that affect funding and legislation favorable to nonprofit arts organizations.

Develop, implement, and evaluate exhibitions, programs, and collections.

- Working with Curator and Exhibits Committee, develop annual schedule of informative, engaging, and relevant exhibitions that will bring new visitors to the Museum while retaining the core audience.
- With staff, contractual workers, and volunteers, develop, implement, and evaluate innovative programs and events for adults and children, with particular emphasis on attracting new audiences.
- Supervise the acquisition, management, and care of CCMoA's permanent collection.
- Facilitate the acquisitions of new art works through gifts, bequests, and/or purchases. Present new works of art for approval or rejection by the Acquisitions Committee and the Board of Trustees respectively.
- Give presentations and lectures that promote the Museum, the CCMoA's permanent collection, and attendant scholarship to museum visitors and community groups.

Required Knowledge, Experience, and Abilities

- Minimum of five years leadership experience in a museum or similar nonprofit organization preferred. Experience in/enthusiasm for the arts, familiarity with the workings of small organizations, and knowledge of best practices in museum management are desirable.
- Degree in Museum Studies, Arts/Nonprofit Management/Administration, or similar field preferred. B.A. required; M.A. preferred.
- Strong managerial and administrative skills.
 - Evidence of successful financial management in a museum or other nonprofit organization preferred.
 - Experience coming into an organization and addressing challenges and moving the institution forward.
 - Ability to manage, inspire, and motivate a variety of people: a small but enthusiastic staff, an active group of volunteers, and an engaged board.
 - The vision to see the big picture and the practical skills to implement it.
- A track record as a successful fundraiser, including individual and corporate donor cultivation and asks, grant writing, and familiarity with key funding sources for museums. Successful at raising funds for general operations and special projects. Knowledge of philanthropy on the Cape is beneficial but not required.

- Strong communication skills.
 - An outgoing, sociable person who can relate to and engage a variety of people; enjoys meeting people, being the public face of the Museum, promoting it, and expanding its base of support.
 - Ability to clearly articulate the Museum's goals and how they will be achieved to people in the Museum and the community.
 - A bridge builder; someone who can rebuild relationships that have faltered in recent years.
- A desire to work in a small museum and do whatever it takes to get the job done. Ready to work hard to ensure the success of the many exhibitions, programs, and events that take place in the busy summer season.
- A desire to live and work in a scenic New England town that is busy with vacationers and seasonal residents in spring, summer and fall and quieter in winter.

More about the Museum

The Cape Cod Museum of Art is a hidden gem among the many things to see and do on Cape Cod, but as the only museum to feature the art of the entire Cape and the islands of Martha's Vineyard and Nantucket, it is worth discovering. Travel writer Malerie Yolen-Cohen included the museum on her list of *55 Best Lesser Known Art Museums, Artist Studios, and Art Centers in Northeast USA* in 2017. See the entire list [here](#). CCMoA is open Tuesday through Sunday, and the galleries are also open at no cost on *ARTfull Thursdays* from 5 – 8 p.m. Special programs and activities take place on these evenings for a small fee.

Collections and Exhibitions

CCMoA's founders were concerned that the best art produced in the region would leave Cape Cod and end up being owned by collectors and museums elsewhere so that future generations would have no concrete examples of their artistic heritage. With that in mind, the museum's collection—which numbers approximately 2,000 objects, including works on canvas and paper, sculpture, ceramics, mixed media and glass—focuses on works inspired by the region, as well as art that has inspired the artists of the region. A selection of works from the permanent collection is always on exhibit and pieces often are included in other exhibitions as well. CCMoA also exhibits work by living regional artists and collectors and is actively involved in scholarship related to local movements, schools, and artists.

CCMoA offers an active exhibition schedule of 30 shows annually. Recent and upcoming exhibitions feature the work of individual artists (*Suzanne Packer, Cape Waters Abstracted*); selections from the permanent collection (*Modernists Out of the Mainstream: Art from the Permanent Collection*); CCMoA's artist members (*Light in a Dark Season*, a juried show that will run during the darkest months of the year); and the works of Cape Cod based tattoo artist Mark Corliss (*Beyond the Tattoo*, which reflected the artist's love of traditional Japanese design and drew many new visitors to the Museum).



Artist Suzanne Packer gives a gallery talk at an exhibition of her works.



Panorama of the exhibition *The ABC's of Abstraction*

Programs, Courses, and Events

CCMoA offers a variety of activities for people of all ages. **Docents offer tours on a regular basis**, and the **Museum Educators at CCMoA offer tours and programs specifically designed to meet the needs of visiting school children.**



Teens sketching the Museum's *Kevin's Castle* by artist Kevin Nolan

Other **programs for young people** include **art classes and workshops**, and the annual *Free Fun Friday* event sponsored by the Highland Street Foundation offers kite making, a puppet show, live music, arts and crafts and face painting for families. In 2018, this one-day event brought 726 individuals to the museum.



Children enjoying the Museum's Coloring Gallery

Creative Outlets: Finding your voice through arts! is a free arts program for 12 to 16 year old at-risk youth. It runs for 21 Sundays and offers an oasis for young adults who find themselves with diminishing opportunities for creative and healthy choices for expressing themselves. Workshops are led by artists, a team facilitator, and a mentor, with topics as varied as *Afro-Cuban Drumming*, *Wicked Messy Art*, *Fire-Pit Cuisine*, *Express Yourself with 3-D Art*, *Improv: What's Your Story?* and *Write Your Way Out: Words Can Hurt/Words Can Heal*.



Participants in the *Creative Outlets* program for at-risk youth



Participants enjoy a talk at an *Art and Alzheimer's* program

Educational opportunities for adults feature pottery classes and open studio time, drawing and painting classes, including popular *Paint Nights* that offer a lively introduction to the creation of your own art. **Gallery talks, artist demonstrations, film series, musical performances,** and even tai-chi classes round out the program. In addition, the CCMoA Guild, a creative and energetic volunteer group that supports the Museum, organizes a monthly **speaker series**. The **Art and Alzheimer's program**, offered in partnership with the Alzheimer's Family Support Center, invites people with memory impairment and their caregivers to “meet us at the museum” for a series of free weekly programs.



Artist Paul Schulenberg paints at a *Studio in the Museum* demonstration.

The Museum holds several **fundraising events** each year. The *Annual Gala and Art Auction* takes place in August. *Mangia al Muséo* brings locals together during the quiet winter season. Attendees purchase bowls handmade by Museum pottery studio students and teachers, and local restaurants provide pasta and sauce, with prizes awarded for the best sauces. An annual spring fashion show and luncheon organized by the CCMoA Guild marks the start of the busy season on the Cape.



The Yasuna Denny Sculpture Garden is an ideal site for a summer reception.

About the Region

Five picturesque villages—Dennis Village, East Dennis, West Dennis, South Dennis, and Dennis Port—make up the town of Dennis. CCMoA is in Dennis Village, just off of scenic and historic King’s Highway, the original road from Boston to Cape Cod. Dennis is right in the middle of Cape Cod’s arm-shaped peninsula. The town boasts 14,000 year round residents, but the population swells to 60,000 in the busy summer months. Dennis is under two hours from Boston and 1½ hours from Rhode Island’s vibrant capitol, Providence. New York City is a five-hour drive, and flights from nearby Hyannis travel back and forth daily. Provincetown, known as a mecca for artists and writers for over a century, is only 60 miles away at the tip of the Cape.

Dennis, like all Cape Cod towns, has a large seasonal population, and tourism is a major source of income. Residents and visitors alike enjoy the town’s beaches on Cape Cod Bay or Nantucket Sound. Other activities include hiking and biking on the nearby [Cape Cod Rail Trail](#) or other pathways; canoeing, kayaking, paddle boarding and fishing in our lakes, river and harbors; golfing at one of the town’s two public courses; and birding and nature watching in the many conservation lands or, if you travel a bit farther out on the peninsula, at the [Cape Cod National Seashore](#). A ferry ride from nearby Hyannis takes you to the islands of [Martha's Vineyard](#) or [Nantucket](#). There are plenty of shopping opportunities, including antiques, crafts, clothing and just about anything else you could want, and you can dine in restaurants that range from seasonal clam shacks to fine dining establishments that are open year round. For old-fashioned summer fun, you can enjoy a band concert at the Dennis Bandstand, take in a [Cape League Baseball](#) game, or watch the fireworks on July 4.

Approximately 75 museums, nature centers, and other cultural attractions call Cape Cod home, and the [Cape Cod Museum Trail](#) provides information on all of them and produces an electronic calendar of member museums’ exhibits, programs, and other activities. Directly adjacent to the CCMoA is the [Cape Cinema](#), a 1930 movie house famous locally for the Rockwell Kent Mural on its ceiling, as well as being a favorite place to catch a film or see cinematic performances by the Metropolitan Opera and Bolshoi Ballet. The [Cape Playhouse](#), which has been bringing professional summer theatre to Cape Cod since 1927 and is often referred to as the “Birthplace of the Stars,” is part of the campus as well.



The Cape Playhouse is adjacent to the CCMoA.
Photo courtesy of The Cape Playhouse.



CCMoA building and grounds. Photo by Nat Doane.

To learn more about Dennis, see <https://www.visitdennis.com> or <http://www.dennischamber.com>.
For information about Cape Cod, visit <http://www.capecodchamber.org>.

To Apply

Please e-mail cover letter, résumé, salary requirement, and names and contact information for three professional references to Executive Search Consultant Gail Nessell Colglazier at gncolglazier@gmail.com.

Application deadline: November 19, 2018. CCMoA is an equal opportunity employer.

Nominations are welcome. Please send names of potential candidates to gncolglazier@gmail.com.