



Museum of Early Trades & Crafts

Assistant Director - Operations

The Museum of Early Trades & Crafts (METC) has an opening for the position of **Assistant Director, Operations**. METC is a New Jersey history museum located in historic Madison, NJ exploring the technology of the people who lived and worked in New Jersey from the colonial era through the mid 19th century.

This senior level position will focus on special projects, planning and management of all operations in our historic building, including the on-going renovation and restoration project. The ideal candidate will possess a strong financial background and excellent decision making skills. An understanding and appreciation for museum work-- specifically history, collection management and education is of great value.

Overview of Position

Working in close partnership with the Executive Director and in tandem with other members of METC's staff, the Assistant Director is responsible for broad oversight of all operational, retail, and other business matters for the institution. The Assistant Director is intimately involved in many aspects of institutional management including strategic development and long term planning. With the Executive Director, the Assistant Director provides operational leadership and direction, works to implement short- and long-term strategic goals and objectives, and leads special building and operational projects including the on-going renovation and restoration of the James Library Building.

It is vital that the Assistant Director possess sound judgment and the technical and social skills necessary to work successfully alongside the staff and the Board of Trustees. They will report regularly to the Executive Director and will interact with Trustees and committees on special topics. The Assistant Director supervises the Patron Service Associates and weekend staff, and works closely with External Communications and Bookkeeping, providing the guidance, tools and resources necessary to help staff make strategic decisions which reflect and align with METC's goals and priorities.

Priorities and On Going Responsibilities

A supportive team player, the Assistant Director will:

- Collaborate with the Executive Director, Trustees, staff and consultants in long-range planning; assist with forecasts and analysis, and strategic planning in service to the mission.
- Manage the care of the physical plant and review of building maintenance and security policies; ensure the functional optimization of the building by addressing operational, IT, aesthetic, security and safety issues in the most cost-effective manner possible for an historic and landmarked edifice.
- In support of the Director, maintain ongoing, positive relations with METC's key constituencies including local government officials and community leaders.
- Oversee Visitor Services and Visitor Center.
- Report regularly to the Executive Director and on occasion to the Board of Trustees on Operations, Strategic Planning and Finance.

Qualifications & Expertise

The ideal candidate will possess the following qualifications and expertise:

- Proven problem-solving and planning capabilities as well as experience managing projects.
- Experience with and understanding of IT, technology, databases and networks.
- Excellent oral and written communication skills, with the presence to serve as an effective spokesperson for METC in administrative and financial matters.
- Experience working with contractors, including project consultants and funders.
- Experience in financial analysis and forecasting, particularly related to the creation of new initiatives
- Ability to effectively interact with Trustees, staff, donors and community.
- Experience with grant writing and proposals.
- BS/BA required, MA/MBA or other advanced degree preferred;
- A background in non-profit cultural organizations will be beneficial to fully appreciating and understand METC's daily operations and mission.

Compensation & Benefits

METC offer a benefits package and the salary range of \$47-50K based on experience. We are looking to fill this position by end of calendar 2018.

Equal Opportunity Employer:

The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, religion, national origin, disability, sexual orientation, or any other reason.

Qualified applicants may submit a cover letter and resume to info@metc.org with Assistant Director in the subject line. For additional information visit our website www.metc.org

Essential Functions/Major Responsibilities:

Leadership

- As member of key leadership staff, actively participates in, contributes to, and through department activities, supports METC's strategic plan, annual priorities and institutional initiatives.
- Leads by example with the highest level of integrity and professionalism in fostering a culture of high expectations and accountability, contributing creative ideas and solutions to support a proactive work environment.
- Works closely with the Executive Director to manage the resources for both day-to-day operations and long-term strategic goals.
- Works with staff to develop strategic direction and tactics to actively promote and share programs and resources with broad audiences, utilizing appropriate means, with follow-up both personally and through support staff.
- Represents METC with the public, industry peers, government officials and stakeholders at community and professional events.
- Plays a role in fundraising for support of mission related events, including working with donors and sponsors.
- Directs volunteer and intern programs. Oversees the interview process, recruitment and orientation of volunteers and interns, designing and conducting training programs for overall museum behavior.

Operations

- Supervises the scheduling and work of the patron services associates and the newly opened visitor center, ensuring that patrons of the museum are welcomed.
- Oversees the retail shop in the museum including the point of sale system, the credit card sales, the purchasing of inventory, and working with consignors.
- Creates appropriate training and works with new hires giving them access to appropriate programs and providing them the resources to be successful in their job.
- Supervises the care of the James Library building. This includes implementing the established maintenance plan and ensuring the safety and security of the people in the building and the objects the museum houses.
- Ensures proper maintenance and serves as primary liaison with utilities and local government agencies, such as fire, police, health and safety agencies.
- Comply with the state and national regulations as custodians of a building listed on the State and National Registries of Historic Places.
- Work with the Borough of Madison and outside vendors on the continual upkeep of the building.
- Manage the IT in the building; working with our outside vendors and keeping all systems updated and operational
- Write reports on the operational changes and capital initiatives to be shared with the Executive Director, Boards of Trustees, and other stakeholders.

Strategic Growth and Development

- Researches, writes and manages grants to support the care and restoration of the physical building and property.
- Works with the Borough of Madison and any outside contractors on continued restoration as prescribed in the Preservation Plan.
- Develops a membership plan and works with the team to coordinate development and member opportunities and events.
- Coordinates with the curators of collections and education to plan programs and events that support the museum's mission.
- Works closely with the Executive Director and other staff to grow the museum's opportunities for sponsorships and donor support.

- Serves as the liaison for those who wish to rent the facility; this includes advertising the availability of the building, complying with fire and safety regulations in terms of who may rent the space for what purpose, and coordinating the museum staff covering the event.