



Mid-Atlantic  
Association of **Museums**

Mid-Atlantic Association of Museums  
PO Box 4  
Cooperstown, NY 13326  
[info@midatlanticmuseums.org](mailto:info@midatlanticmuseums.org)

## JOB POSTING

### **DIRECTOR, Mid-Atlantic Association of Museums**

The Mid-Atlantic Association of Museums seeks an energetic, dynamic, creative, and networked professional to lead the Mid-Atlantic's regional museum association. This position reports to an active board of directors consisting of regional museum professionals and industry partners and is responsible for the overall operation of the Association. The Association is dedicated to the philosophy that museums must be more inclusive, participatory, and sustainable and that museums can change people's lives. The successful candidate should share MAAM's commitment to equity, diversity, and integrity in the field and work to actively promote these ideas. We value collaboration, accountability, and innovation.

The Director must have daily operational skills combined with visionary thinking abilities to lead the Association's direction, programs, and membership. The Director is responsible for managing and developing an innovative program schedule which presently includes two annual conferences, workshops, networking opportunities, and other professional resources.

MAAM is in a period of expanding its membership base and the Director is responsible for successfully growing and delivering the Association's membership services. The Director must have a working knowledge of professional best practices, national trends, and current challenges in the museum sector. As the main spokesperson for the Association, the Director must be able to work collaboratively with other organizations and represent MAAM to museums, state and national agencies, universities, corporations, and foundations, along with state, regional, and national museum associations.

The Mid-Atlantic Association of Museums is a not-for-profit membership organization, founded in 1947. Our organization represents museums, professional museum staff at all stages of their careers, as well as related service professionals, providing a forum to enhance the creativity of museums, and educate individuals on an array of issues and ideas that make museums relevant and dynamic in an increasingly challenging world. We chiefly represent those museum interests in Delaware, the District of Columbia, Maryland, New Jersey, New York, and Pennsylvania. Our *Building Museums™ Symposium* has a national and international audience.

The Director works closely with the board of directors to implement the Association's current strategic plan.

#### **Responsibilities**

- Plan, implement, and coordinate all efforts to produce the Association's two annual conferences: Annual Meeting and Building Museums™. Duties include coordinating all logistics of the meeting, fundraising, coordination of and work on committees,

marketing, and determining content of all programming in collaboration with board and conference committees.

- Plan, implement, and produce workshops, webinars, meet-ups throughout the year.
- Support and maintain membership initiatives for members at all stages of their careers.
- Serve as the primary fundraiser for the Association to sustain operations and programs through grants, corporations, foundations, and individuals.
- Write and track grant opportunities and deadlines to support the Association's programming.
- Develop or supervise communications content including website updates, newsletters, social media, and webpage resources.
- Serve as the primary administrator overseeing bookkeeping, onboarding, and personnel management, as well as annual filings and reports.
- Develop annual association and program budgets.
- Participate and serve on the Council of Regional Museum Associations (CRA) as the representative for the Mid-Atlantic region.
- Collaborate with MAAM board committees to ensure consistency, integration of program planning and follow-through.
- Coordinate and supervise work of contractors, fellows, interns, and graduate assistants.
- Actively participate and contribute input in all MAAM Board Meetings, conference calls, and retreats.
- Represent MAAM and the Mid-Atlantic Region in meetings with the American Alliance of Museums, Institute of Museum and Library Services, and other regional, statewide, and national organizations.
- Establish and maintain partnerships with a range of affiliate organizations.

### **Required Qualifications**

- Background in nonprofit management.
- Excellent communication and writing skills.
- Knowledge of general accounting and budgets.
- Knowledge of and experience working in digital technology (social media, Adobe products, various meeting platforms).
- Work experience in museums or other related institutions.
- Ability to work collaboratively in a team with a wide range of people including Board members, contractors, volunteers, vendors, partners, and funders.

### **Preferred Qualifications and Experience**

- Experience with Diversity and Equity initiatives.
- Knowledge of basic functions of museums, from facilities to exhibition development.
- Work with boards and committees.
- Experience with museum conferences and/or conference coordination and management.
- Management of CRMs and accounting programs (Quickbooks).

- Editing websites (Wordpress).
- Experience with basic graphic design will be useful.
- Grant-writing experience.
- Knowledge of principles and methodology of organizational management.
- Knowledge of strategic planning process.

### **Location**

MAAM's headquarters office is located in Cooperstown, New York. This position may be carried out largely remotely except for participation in MAAM's programming, in-person meetings with colleagues in the region, and select Board meetings.

Candidates who live in or are willing to relocate to the Mid-Atlantic Region are welcome to apply. There is a slight preference for candidates who live and work in New York State or are willing to relocate to New York State.

### **Other**

Full-time, exempt position with paid time off and holidays.

Candidates should consider their ability to work from a home office as well as from MAAM's headquarters office.

Must be willing to travel occasionally throughout the region and sometimes the nation by car, train, or air.

Work requires light physical effort.

Required to work some evenings and weekends for specific programming.

Required to work multiple days (up to a week) off-site at conferences and meetings.

### **Application Details**

Anticipated Start Date: as soon as possible

Application Deadline: March 15, 2023

Salary and benefits: \$50,000 annual, generous vacation package, contribution to IRA and health benefits.

### **How to Apply:**

Submit resume, cover letter, and three references to: [melanie.bruce@oneonta.edu](mailto:melanie.bruce@oneonta.edu)

No phone calls please.

**MAAM is an equal opportunity employer. We are committed to assisting institutions within our region in developing more diverse and equitable programs and services and in training more staff members of color. Toward this goal we begin with our own board and staff, and as such, we seek a diverse pool of applicants for this position.**

Posted: February 1, 2023