**Executive Director - Historic House Museum**

**The McFaddin-Ward House Museum Beaumont, Texas**

**Museum Description:**

The McFaddin-Ward House was built in 1906 in the Beaux-Arts Colonial style. The immaculate preservation of its buildings and furnishings reflect the lifestyle of the prominent family who lived in the house for 75 years. The five-acres and 12,800 sq. ft main house serves as the city's cultural and historic center offering docent led house tours. The museum hosts special community events, monthly lecture series, a curatorial intern program, children’s summer camp, and enjoys an active docent program. Behind the home is a two-story carriage house, complete with domestic employee quarters, autos, a gymnasium, hayloft, and horse stalls. A nationally recognized collections building sits behind the carriage house. Uniquely, all furnishings are original to the home. Associations: AAM, TAM, AASLH, National Register of Historic Places

**Overview:**

The museum is poised to launch its new institutional plan highlighting creative educational opportunities, broader community engagement and extended media growth. The Executive Director will have program input emphasizing his/her strengths and interests and lead the museum to meet its vision. The Director reports to a small and dedicated Board of Directors representing various community arts and historic groups. Unlike many museums, the annual budget is fully funded by the family foundation which opens opportunity for the Director to focus on meeting short and long-term goals effectively without distraction.

**Job Responsibilities:**

* Review and implementation of new institutional plan
* Development and oversite of lectures series, adult social and educational programs, children’s program, online learning initiatives and curated special exhibits consistent with the purpose of the museum
* Maintaining strategic local, state and national partnerships including universities, community groups and institutions
* Represents the museum in the community for all public programs, education and research related partnerships and community engagement
* Prepares budget, assures adherence to the budget and maintains accurate financial records
* Creates financial forecasting reports
* Supervises the hiring and management of personnel, assigns job titles, duties and salaries.
* Develops and implements evaluation tools to analyze the outcomes of all programs, formulate reports, evaluate program effectiveness and makes recommendations to the board
* Responsible oversite of the rehabilitation and protection of the house, furniture, fixtures, objects of art, household goods, and personal possessions in the collection, and for the display of the house and its contents
* Submit plans for maintaining the home, proposals for exhibits and programs of the house consistent with the purposes of the museum

**Knowledge, Skills and Abilities:**

* Knowledge and understanding of Mission, Vision, Goals, Objectives, Policy and Procedures
* Ability to direct curators and scholars in creating programs for the exhibitions
* Excellent attention to detail; strong diplomatic and mediation skills
* Excellent organization and communication (both oral and written) skills
* Strong organizational skills and the ability to prioritize multiple projects
* Experience and confidence with HR
* Willingness to work a flexible schedule that may include evening and weekend
* Ability to direct an effective social media campaign
* Ability to have a global perspective and apply innovative approaches to interdisciplinary programming in a historic setting
* Excellent program development and evaluation skills
* Clarity to define problems using independent judgment and critical thinking skills
* Assertiveness to display initiative and provide creative solutions
* Possess strong interpersonal skills and ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

**Staffing/Budget**

* Currently-26 full and part-time employees
* Annual budget of $1,500,000.00

**Physical Demands:**

* The campus covers five acres. The 3-story home, basement and upper levels of carriage house and collections building are only accessible by foot. Ability to access all parts of the property would be required.

**Minimum Requirements:**

* Master’s degree from a regionally accredited institution in History and Museum Studies, Art, Art History, Art Education, or related field and two (2) years of experience in museum setting, management or equivalent or;
* Bachelor’s degree from a regionally accredited institution in History and Museum Studies, Art, Art History, Art Education, or related field and four (4) years of experience in museum, management or equivalent experience

**Job Information:**

* **Salary:**  $75,000.00 plus commensurate with experience
* **Benefits:** Full Paid Health Insurance with additional options, Life Insurance, 401 K Matching, Paid time off, and Museum holidays
* **Contact:** [employmentopportunities@mcfaddin-ward.org](mailto:employmentopportunities@mcfaddin-ward.org)

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