

## **The Chickasaw Nation**

### **Job Description**

**DEPARTMENT:** Culture and Humanities

**DIVISION:** Chickasaw Inkana Foundation

**JOB TITLE:** Chickasaw Heritage Center Director to Chickasaw Heritage Center Executive Director.

**SUPERVISION RECEIVED:** Supervised directly by the Chief Executive Officer of the Chickasaw Inkana Foundation.

**SUPERVISION EXERCISED:** Will oversee the CHC staff, interns and volunteers.

**GENERAL DEFINITION:** Reporting to Chickasaw Inkana Chief Executive Officer the CHC Director will oversee the completion of the CHC's site construction. The Director will coordinate the planning, development and fabrication of the CHC exhibits and programing. This individual will be highly organized and motivated with substantial experience in understanding and managing building construction and the design development of museum exhibits from concept to fabrication. Upon completion of all construction and exhibit fabrication, and upon the opening of the CHC to the public, the Director's role will increase to include the full responsibilities of the Executive Director (Note added responsibilities below.) A salary increase commensurate with the additional requirements will take place when the Director transitions to the position of Executive Director.

#### **RESPONSIBILITIES AS CHC DIRECTOR:**

- **Will serve as project manager** during the design, development and construction/fabrication phases of the CHC; museum facility, (including offices) site and exhibits.
  - Ensures exhibitions and activities are executed on schedule within budget while maintaining the integrity of the design.
  - Tracks all exhibit contracts and production schedules to ensure obligations are met in a timely manner.
  - Maintains exhibit checklists.

- Evaluates progress of all construction projects and inspects ongoing work for quality control and universal accessibility.
- Tracks timely processing of invoices and payments.
- Responsible for all final signoff on exhibit deliverables.
- Will ensure all processes for final approvals are properly followed.
- All other duties as assigned.
- **Will act as a liaison**, maintaining open communications with the Foundation, the Nation, design teams, community partners, architects, and contractors during all phases of development and construction of the CHC.
  - Will lead and effectively negotiate interagency agreements with potential partner programs, museums, collectors, and tribes and individuals for exhibit loans.
  - Will coordinate and oversee planning committees.
  - Will oversee necessary revisions and edits and ensure the script review is kept on deadline in coordination with the script writer contractor.
  - Will ensure all image and reproduction rights are properly obtained from internal and external sources, assuring correct captions and lender information has been handled appropriately by the contractor.
  - Will work in coordination with the designers, appropriate committees and staff to approve the refinement and completion of all exhibits, activities, media interactives and visitor takeaways.
- **Will lead staff and develop programming** to move the CHC through transition to a fully operational public institution.
  - Will prepare for the administration of future exhibitions. Will review all artist and temporary exhibit proposals.
  - Will coordinate the curatorial review process and prepare any necessary protocol.
  - Will evaluate facility and programming needs during the CHC'S development and construction phases, and develop recommendations for future programming as needed.
  - Will create the transitional plan and ultimately an operational plan (with necessary policies and procedures) for the CHC as it moves toward opening to the public.
  - Will create an initial Operational Budget Performa.
  - Will see that all project files are archived and maintained during development and transition.

### **RESPONSIBILITIES AS CHC EXECUTIVE DIRECTOR:**

- **Will act as a public representative of the CHC** by modeling the highest professional practices at professional meetings, forums, consortiums and in other settings as appropriate.
  - Will provide leadership in developing programs, organizational and financial plans with the guidance of the Foundation and will carry out plans and policies.
  - Will develop partnerships and collaborations with appropriate educational, professional, and business entities.
  - All other duties as assigned.
- **Will oversee the day to day business operations of the CHC.**
  - Will develop and write policies and procedures.

- Will be responsible for the recruitment, employment, and release of all personnel.
- Will develop job descriptions and regular performance evaluations and insure sound human resource practices are in place.
- Will oversee management of the facility in coordination with the facilities staff.
- Will prepare and manage the annual budget, and will work closely with the Foundation.
  - Will collect statistics and prepare reports when requested.
  - Will oversee management of retail.
- Will oversee management of visitor services, special events and publicity.
  - Will develop and monitor progress of long-range tourism plan.
  - Will work with other directors to coordinate events, activities, and operations.
- **Will represent academic excellence.**
  - Will take part in academic forums and lectures.
  - Will maintain a working knowledge of significant developments and trends in the field of cultural interpretation and educational programming.
  - Will develop/write grants and actively engage in fund raising.

### **MINIMUM QUALIFICATIONS**

Must consent to and pass a thorough background investigation. Must possess a valid driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Candidate must be a dynamic and inspiring leader, with a diverse depth of knowledge in museum studies which includes but is not limited to, visitor services, curating, exhibition and educational program development, public museum event programming and distance learning.
- Must demonstrate capacity to successfully oversee site and facilities construction; the design, development, fabrication and installation of exhibits and the daily operations of a new museum/visitor center.
- Candidate should be visionary with a respect for detail, ability to define problems, collect data, establish facts, and draw valid conclusions with a history of follow-through and a strong record of successfully completed complex projects.
- Candidate must possess excellent written and verbal communication skills.
- The candidate must have a strong history in the area of staff and project management and team building, and demonstrate the potential for interpersonal relationships through effective communication.
- Candidate must have proven skills in working with Native Americans, tribal governments and communities, as well as artists, educators, and museum professionals in the development of successful museum and Visitor Center programming.
- Candidate must demonstrate knowledge of the culture represented at the CHC and the skills to negotiate cultural artifact and exhibit exchanges.

- Candidate should be flexible and comfortable working in new situations on complex projects with the Nation and community partners, and be capable of implementing diplomacy when needed.
- Candidate must demonstrate a strong knowledge of museum management and administration, business principles, technology, fundraising, human resources, and property management.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in a related field required and a Master's Degree in Native Studies, Anthropology, Museum Studies, History, Education, or Art History preferred. Must have extensive knowledge in Native art, culture and history. Must have experience in research methods in connection with exhibit content development and audience evaluation and visitor outcome. Must have experience and demonstrated ability to establish and maintain effective working relationships with senior management, exhibitions development team, artists, and institutional partners. Considerable (5-7 years plus) management or senior curatorial experience in a museum, cultural institution or art gallery environment is required. Equivalent combination of education and experience will be considered.