

EXECUTIVE DIRECTOR

**Marin Museum of Contemporary Art (MarinMOCA)
Application Deadline: Feb 5, 2021**

THE POSITION

The Executive Director (ED), working in conjunction with and reporting to the Board of Directors, provides the leadership, vision and overall management of the Marin Museum of Contemporary Art (MarinMOCA). The ED supervises MarinMOCA's multiple lines of business including the galleries, museum store, educational programs, exhibits and events, membership programs and the artist membership organization. There are four part-time staff members who report directly to the ED.

Leadership and Board Relations. The ED leads the organization to develop and implement MarinMOCA's mission and strategic plan, under the guidance of the MarinMOCA Board of Directors and advisory board. The ED works actively with board committees to achieve annual plans. The ED supervises 4 staff members including the Finance Manager, the Marketing/Development Manager and two Program Managers.

Community and Membership Development The ED maintains a high profile within the organization and the community by routinely interacting with community leaders, cultural organizations and foundations to create beneficial partnerships. The position is the liaison to the City of Novato and other local county officials. With the Marketing Manager, the ED increases audience awareness and engagement with the museum, creates the membership strategy for the organization, and maximizes exposure through press and social media.

Exhibitions, Educational Programs and Events. Working with the Exhibition Committee, outside curators, and artist members, the ED implements the curatorial policy of the organization by producing exhibitions of contemporary art. The ED plans and implements a large variety of educational programs for local students, working with local school districts, MCOE, and educational foundations. The ED works with the Museum's program managers to develop studio art classes for adults, families and students.

Fundraising and Development. Working with the Development Committee and the Development Manager, the ED develops the annual plan for personal donations, corporate sponsorships, foundation grants, earned income, and legacy giving. The ED works with staff to implement MarinMOCA's several fundraisers each year, working with a large cadre of dedicated volunteers.

Management, Operations, and Fiscal Oversight. The ED is responsible for the day-to-day general and fiscal management of the organization and its operations. Working with the Finance Manager and the board's Finance Committee, this work includes developing and managing the annual budget, generating monthly reports, and overseeing all financial operations. Because MarinMOCA is co-located with the Novato Art Center, The City of Novato has appointed the ED to be the steward for the property which comprises 58 artist studios. Artist relations are an important part of the role.

ABOUT MARINMOCA

MarinMOCA is a regionally-important Contemporary Art Museum. Founded in 1983 by a group of artist members, it is a unique combination of Museum and Art Center. Consistently voted “Best Museum” by readers of Marin Magazine, Marin IJ, Pacific Sun, and other publications, the museum presents over 15 contemporary art exhibitions annually, with educational programs, publishing assets, and a resident artist program to increase the art appreciation of its audiences.

Learn more about MarinMOCA at www.marinmoca.org.

500 Palm Drive
Novato, CA 94949
415-637-9730

QUALIFICATIONS

Candidates must possess thorough knowledge of art and art history and have recent organizational management experience, including financial management, marketing and public relations, educational programming, and a demonstrated trackrecord in fundraising and development. Experience working with a board of directors is greatly preferred. Outstanding interpersonal and communication skills is required.

EDUCATION: Graduation from an accredited college or university with a major course of study in Arts Administration, Art History, Nonprofit Management, Museum Studies, Humanities, Business or other fields related to the work of this position. Candidates with a Master’s Degree are preferred.

EXPERIENCE: A minimum of six years of progressively responsible professional experience in an art museum, cultural organization or other nonprofit organization, including a minimum of three years in a management capacity.

SALARY

Negotiable based on candidates experience and qualifications.

HOW TO APPLY

Interested candidates should submit via email their resume, a two-page or less cover letter that provides information on why you are interested in the position and a brief overview of your experience, and three professional references to Nancy Rehkopf, nancy@marinmoca.org

DEADLINE

February 5 for a March 8 start date.