



POSITION DESCRIPTION

Position Information

Department:	Executive	Division:	Collections & Programs
Title:	Vice President, Collections and Programs	Supervisor:	President and CEO
Salary Grade:	TBD	FLSA Status:	Exempt
Essential Personnel:	Auxiliary Essential	Telework Eligible:	Yes

Position Description

About the Museum:

For over eighty years, the history of the ocean and its relationship with humankind has been told and displayed in one of the largest maritime museums in the world. Founded in 1930 by Archer Milton Huntington, The Mariners' Museum, designated by Congress as "America's National Maritime Museum", sits in an urban oasis – the 550 acre park is now home to the 167-acre Lake Maury and the Noland Trail – a five-mile shoreline trail with fourteen bridges. Within the Museum we have 90,000 square feet of exhibition galleries, including the prestigious International Small Craft Center, and the award-winning USS *Monitor* Center. This state-of-the-art exhibition and largest marine metals conservation lab in the world houses 210 tons of artifacts from the Civil War ironclad *Monitor*, which were recovered from NOAA's Monitor National Marine Sanctuary. The Museum's own object collection consists of 32,000 pieces, with a focus on paintings, prints, and drawings; scientific instruments; figureheads; ship models; marine engines; and other forms of maritime art and material culture.

The Mariners' Museum Library and Archives is housed in the Tribble Library located on the campus of Christopher Newport University, and includes more than 78,000 books; 800,000 photographs, films, and negatives; and over 1 million pieces of archival material, and the entire Chris Craft archival collection, making it the largest maritime library in the Western Hemisphere.

About the Position:

The Vice President of Collections and Programs is a key member of the Museum's senior leadership team and is responsible to assist in fulfilling the Mission, Vision and Guiding Principles of The Mariners' Museum by increasing attendance, public awareness, and popular appeal of the Museum's collections through exhibitions, education and outreach programs, online and print publications, and other interpretive methods while supporting and enhancing revenue-generating capabilities and maintaining fiscal responsibility for the Museum Collections and Programs division. The Vice President, Collections and Programs must adhere to the highest museological and academic standards. Reporting to the President/CEO, the Vice President of Collections and Programs is responsible for the administrative and managerial oversight of a staff of twenty-four, including the Chief Curator, Director, Photographic Services, Licensing, & Publications, the Director of Collections Management, the Director of Exhibits, the Chief Conservator, and the Director of the USS *Monitor* Center. This is an exciting opportunity for an entrepreneurial candidate further The Mariners'

Museum's reputation as the nation's maritime museum.

Duties:

- Provides leadership and coordination to plan, organize, and direct the activities of professional and non-professional staff in the development and implementation of interpretive programs and exhibitions over a multi-year time horizon.
- Works closely with Conservation staff to provide leadership and direction with conservation efforts.
- In conjunction with the Leadership Team and the exhibitions committee, plans exhibitions and related programming on a multi-year schedule.
- In collaboration with the department heads, ensures that all educational and outreach programs of the Museum reflect the goals of enhancing public access to, and understanding of, the Museum's collections and resources by skillful interpretation.
- Facilitates the creation of programs and ideas that enhance the visitors' experience.
- With the department heads, develops and articulates ideas for programs that will engender support for the Museum and help facilitate funding from outside sources.
- Works with the Chief Curator and Director of Collections Management to develop and implement a Collecting Plan to enhance the relevance, quality and reputation of the collections and keeping in line with the Museum mission.
- Support the growth of image licensing and revenue generation.
- Participates in the development of annual business plans and budgets, and ensures their successful implementation; monitors the use of all operating, restricted, and capital funds for the department.
- As directed by the President, works collaboratively with other senior managers, as well as community leaders and museum professionals to increase awareness by constituents and donors to The Mariners' Museum. Required to initiate and to maintain external contact with civic organizations and other museum/cultural institution professional staff.
- As directed by the President, represents the Museum at public, private and professional meetings that raise public awareness as well as the professional stature of the Museum and advance fund raising opportunities.
- Working with the Vice President of Marketing and Development, fosters relationships with donors and prospective donors to secure gifts to the Museum.
- Staff liaison to the Board of Trustees's Collection, Library and Programs Committee.

Knowledge, Skills, Abilities:

- Strong visionary, entrepreneurial, conceptual, strategic, creative, and leadership abilities required.
- Awareness of target markets to increase attendance.
- Broad and current knowledge of museum best practices, standards and ethics and proven leadership in the museum field.
- Ability to network effectively for the organization, and interact beneficially with Board of Trustees, staff, volunteers, donors, community and other museums and cultural institutions.
- Excellent managerial, planning and administrative skills; strong interpersonal relationships, written/oral communication skills, as well as familiarity with marketing, fundraising and grant writing; high level of presentation, negotiation, problem solving, strategic planning, and conflict resolution skills.
- Experience with Microsoft Office, PowerPoint, and management database software.

Experience:

Minimum of ten years in progressively responsible management positions in a museum or related educational /research organization; at least five years at a senior management level.

Education, Licensure, Certifications:

Master's degree or equivalent in History, Museum Studies, Education, Business Management or related field required; PhD and/or advanced certification in Museum management preferred.

Conditions of Employment:

None.

Apply at www.marinersmuseum.org/employment

Physical Requirements

1.	The physical activity of this position. (Please check all blocks that apply)
<input type="checkbox"/>	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling. Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crawling. Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Standing. Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<input type="checkbox"/>	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<input checked="" type="checkbox"/>	Repetitive motion. Substantial movements (motions) of the wrists, hands and/or fingers.
2.	The physical requirements of this position. (Please check only one block)
<input checked="" type="checkbox"/>	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
3.	The visual acuity requirements including color, depth perception and field vision. (Please check only one block)
<input type="checkbox"/>	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
<input type="checkbox"/>	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input type="checkbox"/>	The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, tec.)
4.	The conditions the worker will be subject to in this position. (Please check all blocks that apply)
<input checked="" type="checkbox"/>	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input type="checkbox"/>	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

